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## Letter from the Teacher Prep Team

Welcome to the UC Merced Extension Teacher Preparation Program (TPP). We are excited that you have chosen our program to pursue your preliminary teaching credential. The Staff, Instructors and UC Mentors are TK-12 credentialed teachers and administrators. We look forward to working with you and sharing our unique experiences in the urban and rural classrooms of California.

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's, TPP Credential Analyst will recommend you to the California Commission on Teacher Credentialing for a Preliminary Credential.

If you have any questions related to the Teacher Preparation Program, please email [teacherprep@ucmerced.edu](mailto: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 Staff, Instructors and Mentors

## COVID Requirements on January 3, 2022, at UC Merced Extension

To ensure we are operating with the same information, we offer these reminders and updates:

- To be considered fully vaccinated under the [University of California COVID vaccination policy](#), **COVID-19 booster shots are required** for faculty, staff and students as soon as they are eligible — generally, six months from the last vaccination. Everyone not yet eligible for boosters will be subject to testing on campus on a schedule to be shared next week. **Testing hours next week are Monday, Jan. 3, 9 a.m. to noon and Wednesday, Jan. 5, 11 a.m. to 3 p.m., all in the California Room**; appointments are encouraged but not required.
- **[Face coverings are still required indoors](#)**. We recommend surgical-style masks. You can pick them up from 8:30 a.m. to 4:30 p.m. Monday through Friday at COB, Granite Pass, Fresno Center and Downtown Campus Center.
- **Classes will begin Jan. 18, with remote instruction through Jan. 22** to give incoming students more time to test for COVID. Instructors should post instructions in CatCourses for how students can access class materials (e.g., Zoom sessions, recorded lectures, activities, readings). Students should check CatCourses by Jan. 17 for details on participating in the first week of instruction. **There is a possibility that remote instruction could be extended based on COVID-related circumstances outside the university's control; we will notify campus by Jan. 20 if that becomes necessary.**

## Important Notice Effective December 9, 2021, on Flexibilities

**Summary:** On December 9, 2021, the Commission extended three specific COVID flexibilities and clarified which candidates are eligible to use COVID flexibilities currently in place.

Extension of Flexibilities: Assembly Bill (AB) 130 (Chapter 44, Statutes of 2021) provided the Commission with the authority to extend three COVID flexibilities from December 31, 2021, to a date no later than June 30, 2022, if it determined that credential candidates were unable to complete the requirements relevant to each flexibility due to testing center closures or capacity issues related to COVID-19. The Commission took the following action to extend the flexibilities as follows:

1. Deferred the requirement to complete the RICA prior to earning a Preliminary Credential if the candidate is unable to complete it between March 19, 2020, and June 30, 2022, due to testing center closures or capacity issues related to COVID-19.
2. Deferred the requirement to complete the basic skills proficiency test (CBEST exam) prior to enrollment in a teacher preparation program if the candidate is unable to complete the CBEST between March 19, 2020, and June 30, 2022, due to testing center closures or capacity issues related to COVID-19.
3. Deferred the requirement to complete a subject matter examination (CSET exam) for Interns if the candidate was unable to complete the CSET between March 19, 2020, and June 30, 2022, due to testing center closures or capacity issues related to COVID-19.
4. In addition to the above flexibilities, AB 130 had already allowed for the deferral of the Teaching Performance Assessment (TPA) and Administrator Performance Assessment (APA) to the clear credential through August 31, 2022, for those candidates who were not able to complete the assessment based on four specific conditions related to COVID-19 (see Appendix A and PSA 21-12 for more information).

The Commission extended the above COVID flexibilities after examining statewide data that indicated that COVID continues to impact testing availability and capacity in certain areas of the state. The Commission also provided clarification as to which candidates are eligible for COVID flexibilities given the dates that each flexibility is set to expire. This information is available in Appendix A.

In addition to the above flexibilities, AB 130 had already allowed for the deferral of the Teaching Performance Assessment (TPA) and Administrator Performance Assessment (APA) to the clear credential through August 31, 2022 for those candidates who were not able to complete the assessment based on four specific conditions related to COVID-19 (see Appendix A and [https://www.ctc.ca.gov/docs/default-source/educator-prep/ps-alerts/2021/psa-21-12.pdf?sfvrsn=e64825b1\\_2](https://www.ctc.ca.gov/docs/default-source/educator-prep/ps-alerts/2021/psa-21-12.pdf?sfvrsn=e64825b1_2) for more information).

## **Professional Licensure and Certification Disclosure**

The University of California has not determined whether its programs meet other states' educational or professional requirements for licensure and certification. Students planning to pursue licensure or certification in other states are responsible for determining whether, if they complete a University of California program, they will meet their state's requirements for licensure or certification. This disclosure is made pursuant to Federal Regulation 34 CFR §668.43(a)(5)(v)(C).

**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).

## UC Merced Principles of Community

**We recognize and celebrate** the identities, values, and beliefs of our community.

**We affirm** the inherent dignity and value of every person while cultivating a campus climate rooted in mutual respect and compassion.

**We uphold** the right to freedom and expression and encourage a culture of dialogue, understanding, civility in all interactions. We seek to create a campus where a rich tapestry of ideas is shared, collaboration is embraced, and innovation is promoted.

**We pursue** excellence in teaching and learning through contributions from all community members fostering a culture of open exchange.

**We promote** opportunities for active participation and leadership in our communities.

**We champion** civic engagement, environmental stewardship, research, and teaching that connects theory and practice to learning and doing.

**We take pride** in building, sustaining, and sharing a culture that is founded on these principles of unity and respect.

## **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 <http://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 based on 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 <http://police.ucmerced.edu> and to learn more about UC Merced's annual crime statistics, please see <http://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 <http://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 applicant admission to the Teacher Preparation Program, based on an applicant admissions criterion, including but not limited to the Admission Interview, and Teacher Preparation Program Application.

## Admission by Exception

When one or more of the following required items for admission is not met, the candidate may petition for exceptional admission:

- Required GPA of 3.0 (cumulative)
- Subject Matter Competency- Passage of CSET, Subject Matter Program Completion or BA Degree completed in an academic major in the subject they will teach.

The following GPA justification form will need to be emailed after you have completed and successfully submitted your online credential program application. To retrieve the form, please click on the following link: <https://ucmerced.app.box.com/s/2s12rvd4up1gyqfd6dcqo5q4rcki89rn>

**Please Note:** You will not be allowed to be placed into Clinical Practice placement the first semester of the program. In addition, the course offering to enroll will be reduced and if admitted you must Maintain a 3.0 cumulative during the duration 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.

**Application fees are not reimbursable.**

## Enrollment Policy Information

### Enrollment Basics

Candidates will receive course registration numbers (CRNs) from a program administrator each semester and are also searchable in the university course schedule website: [Search Courses by Subject \(ucmerced.edu\)](#). 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 (also known as Connect) select MyBill to view your account fees.

## Program Pathway Options

Public School Teaching and Service Credentials in the State of California are regulated by legislative actions that are subsequently interpreted by appropriate regulatory agencies. With guidance provided by the California Commission on Teacher Credentialing (CTC), the University has developed programs for candidates seeking credentials and certificates to serve in a variety of positions in public schools in California. Candidates for all credentials must meet the legal requirements in effect at the time of application for the credential regardless of when the program was started.

Candidates enrolled in UC Merced Extension's Teacher Preparation Program are provided the four pathways for earning a multiple subject or single subject teaching credential:

1. **Traditional Pathway:** For students working toward earning a single or multiple subject teaching credential on a traditional pathway, students will complete assessments, courses, and student teaching. After students are admitted to the program, they will be advised and provided a course of study that outlines their full or part-time status, when courses are offered and what courses support which assessments.
2. **Intern Pathway:** For students that have been already admitted to the Teacher Preparation Program and are seeking employment and/or employed as a teacher of record at a school district, can complete clinical practice requirements as a part of the compensated position. Compensation is identified and provided by employer and not the Teacher Preparation Program. For more information about the qualifications of an intern credential, please see Recommendation for an Intern Credential.
3. **Early Completion Intern Option for Multiple and Single Subject:** The Early Completion Option (ECO) is intended to provide individuals who have requisite skills and knowledge an opportunity to challenge the coursework portion of a Multiple Subject or Single Subject Intern Program and demonstrate pedagogical skills through a performance assessment while in a Commission-approved intern program. For detail information please read and visit the Commission on Teacher Credentialing website at [https://www.ctc.ca.gov/docs/default-source/leaflets/cl840.pdf?sfvrsn=216c8491\\_2](https://www.ctc.ca.gov/docs/default-source/leaflets/cl840.pdf?sfvrsn=216c8491_2)
4. **Intent to Apply Option (ITA):** For students who are seeking courses prior to admission to the Teaching Credential Program. This option is also allowed if your GPA falls below the 3.0 (Cumulative GPA) requirement. The ITA option is allowed for one semester while completing the program admission requirements. This option will not be allowed to continue for a second semester, and you will need to submit a new program application and fee to be considered for **Regular Admission** to the Credential Program. **Please Note:** The Intent to Apply option (ITA) is not eligible for financial Aid assistance.

## 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 a billing statement has been produced.

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

Basic Skills Requirement (CBEST) assessment fee: Students who are interested in obtaining a formal Basic Skills (CBEST) evaluation to determine if they met this requirement via coursework, must submit the request via Credential Program website and pay \$100.00 for formal evaluation. Please contact the Credential Program Analyst for assistance.

### Payment Methods

Payment can be made online at [MyBill.ucmerced.edu](http://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 [Deferred Payment Plan \(DPP\) | Business and Financial Services \(ucmerced.edu\)](https://ucmerced.edu/business-and-financial-services/deferred-payment-plan)



## 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 review the deadlines dates for the current semester at the following link: <https://registrar.ucmerced.edu/schedules/deadlines> . Also, please contact the Associate Director first prior to adding, dropping, or withdrawing from a course.

### 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](mailto: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](mailto: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 to withdraw from the Teacher Preparation 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 [Course 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 withdraw from the Teacher Preparation Program request, 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 \$100.00 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 changes. 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.

### **Education leave of Absence & Reinstatement Policy**

The [Education leave Program](#) allows students to suspend academic work at UC Merced, leave the campus and later resume studies at UC Merced with a minimum of procedural difficulties. The Education Leave program policy is available in the catalog.

For the Educational leave Program application, it can be found [here](#).

### **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 the [withdraw from the Teacher Preparation Program Request Form](#) and return the form to the Credential Analyst. If you do not submit a withdraw from the Teacher Preparation Program request 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 withdraw from the Teacher Preparation Program Request form is received by the Credential Analyst. Upon submitting a Withdraw from the Teacher Preparation Program Request 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 the withdraw from the Teacher Preparation Program Request form: If you are not a financial aid recipient and you fail to submit the withdraw from the Teacher Preparation Program Request 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
0-7 days	100%
8-14 days	90%
15-28 days	80%
29-35 days	70%
36-49 days	60%
50-56 days	50%
57-63 days	40%
64 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 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](mailto: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 10 and “Withdrawal from the Teacher Preparation Program on page 12).

### Grading System Grades

<u>Grades</u>		<u>Quality Points</u>
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 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 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](mailto: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 because 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, investigates and decides—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, the above timelines may be extended.

### **Midterm Semester-Grades**

Mid-semester grades provide students with early feedback (both positive and negative) about their academic performance. Mid-semester grades provide an opportunity for students to receive positive reinforcement and motivation if they are doing well, and to identify those who are struggling. Mid-semester grades allow the Teacher Preparation Program Faculty to intervene with students who are in academic difficulty, while still in the semester. For catalog specific policies regarding the mid-semester grades please visit

<https://catalog.ucmerced.edu/content.php?catoid=20&navoid=1793>

### **Grading-Incomplete**

Candidates who receive one or more grades of *Unsatisfactory*, a *C* or *below*, or an *Incomplete* in any credential courses are not considered to be making satisfactory progress. The candidate will be reviewed for continued enrollment in the program, placed in academic probation, and may be recommended for dismissal.

Candidates must adhere to the Official Academic Integrity Policies of the University. The full document can be found at:

[https://osrr.ucmerced.edu/sites/osrr.ucmerced.edu/files/documents/academic\\_honesty\\_-\\_800.pdf](https://osrr.ucmerced.edu/sites/osrr.ucmerced.edu/files/documents/academic_honesty_-_800.pdf)

### **Grade Change**

An "Incomplete(I)" may be an assigned temporary grade when a candidate has performed at a passing level for most of the course but is unable to complete the course for an acceptable reason (e.g., illness). The remaining work must be completed, and the grade changed to a final



letter within one academic year, or a grade of “F” will be assigned. Candidates need to submit a grade of change petition to their instructors at the time the coursework is completed. To submit the change of grade, please complete the online grade submission:

<https://registrar.ucmerced.edu/grade-changes>

## **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](mailto: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) 2 semester unit to 3 semester -unit course**

Candidates may transfer up to 1/3 of their required courses if they complete those courses at UC Merced Extension. 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. 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 based on 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 criterion 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 criterion 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 criterion 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](mailto: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

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 Associate Program Director at [Dsaucedonunez@ucmerced.edu](mailto:Dsaucedonunez@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.

## Involuntary Withdrawal

Involuntary withdraw (termination) from the program is done by a collective action of the Selection and Admission Committee. It cannot be done by an individual Instructor or staff member, or the Teacher Preparation office. The selection and Admission Committee may determine that a particular candidate does not possess or exhibit attributes in sufficient quality to permit the candidate to continue in the program. For example, unsuccessful clinical practice assignments will be followed by a review of the candidate's performance, A procedure review of the candidates' qualifications can be initiated, and a decision made concerning involuntary withdrawal of the candidate. The rights of the candidates are protected, including the right to examine all documentation presented in support of withdrawal and to confront witnesses who support the withdrawal. The decision of the selection, admission and retention committee is final.

## New Basic Skills Requirement Option (CBEST)

New Basic Skills Requirement Options This new option allows the Commission and Commission-approved preparation programs to verify that a candidate or applicant has demonstrated basic skills proficiency by verifying qualifying college-level coursework from a regionally accredited institution of higher education if the following conditions are met:

- The candidate must have earned a grade of "B" or better ("B-" is acceptable) in the qualifying coursework
- The coursework must have been taken at a regionally accredited college or university
- The coursework must provide three semester units (or equivalent quarter units)
- The coursework must have been taken for academic credit (earned units)
- The coursework must be degree applicable (AA degree applicable is acceptable)
  - For **Reading**, applicable coursework must be in the subject of critical thinking, literature, philosophy, reading, rhetoric, or textual analysis
  - For **Writing**, applicable coursework must be the subject of composition, English, rhetoric, written communications, or writing
  - For **Mathematics**, applicable coursework must be in the subject of algebra, geometry, mathematics, quantitative reasoning, or statistics

- If taken at a college or university outside the United States, the courses must be English based courses and must be deemed as equivalent to coursework taken at a regionally accredited college or university in the United States. Foreign-prepared educators must obtain an evaluation of their transcripts through a Commission-approved Foreign Transcript Evaluating Agency. See Leaflet CL-635 for more information.

The following coursework is NOT acceptable:

- Professional development or continuing education units
- Inservice training or workshops
- Non-credit bearing courses
- Courses where credits do not apply toward the requirements for an Associate degree, Baccalaureate degree, or higher degree

### **New Subject Matter Competence (CSET)**

To meet the Subject Matter Requirement, candidates must have either received a passing score on the applicable CSET examination or completed a Commission-approved subject matter waiver program. AB 130 expands the available options to allow candidates to meet the Subject Matter Requirement through any one of the following methods:

1. Successful completion of coursework, as verified by a Commission-approved program of professional preparation that addresses each of the Commission-adopted domains of the applicable subject matter requirements.
2. Successful completion of an academic major in the subject they will teach. a. For Single Subject credentials, the major must be in one of the subjects named in Education Code section 44257(a). b. For Multiple Subject credentials, the major must be in liberal studies or an interdisciplinary major that includes coursework in the content areas identified in subdivision (b) of California Education Code section 44282.
3. A combination of coursework and examination options that meet or exceed the domains of the subject matter requirements. Such mixing of options may only be done by candidates enrolled in a Commission-approved preparation program that allows for this option.

### **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.

*Effective July 26, 2021, candidates must take the RICA-Written as three separate subtests. Beginning July 20, 2021, candidates can register for test appointments on or after July 26, 2021. For more information*

regarding the new subtest structure of the RICA, including what content specification domains will be covered by each subtest can be found on the [RICA test landing page](#)

Passing all three subtest of the RICA assessments satisfies this RICA 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](http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_AboutRICA.html)

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

## **U.S. Constitution**

The requirement of competency in U.S. Constitution can be met in three ways, by coursework or by examination (must be proctored). The UC Merced courses that satisfy this requirement are as follows:

- HIST 16- Forging of the United States, 1607-1877
- POLI 1- Introduction to American Politics

An equivalent course taken at another university or college may be accepted as satisfying this requirement. In addition to the possibility of completing a course offered by UC Merced or an equivalent course elsewhere, candidates may also take an examination of the principle of the United States Constitution to meet this statutory requirement for certification in California.

For a list of the U.S. Constitution taken at another college or university, please click on the following link: <https://courses.teach.ucdavis.edu/requirements/u-s-constitution>

### Note Dame

Online Exam

Website: <https://usconstitutionexam.com/>

### AP Examination

The AP Unites States History taken prior to entering a college or a university and with a score of “3” is an acceptable score to fulfill this requirement.

## **Cardiopulmonary Resuscitation (CPR)**

Verification of Cardiopulmonary Resuscitation (CPR) training that meets the standards set by the American Red Cross and the American Heart Association is needed prior to the final semester of clinical practice.

Please provide verification of having completed Infant, Child and Adult CPR training by submitting a photocopy of the front and back, if applicable. This may be submitted to the Teacher Preparation Office either by mail, e-mail, or in-person.

### **In-person CPR trainings:**

American Red Cross

Adult and Pediatric First Aid/CPR/AED

(800) 627-7000

<http://www.redcross.org>

American Heart Association  
BLS for Healthcare or Heartsaver CPR AED  
(Should include adult, child, and infant modules)  
(877) 242-4277

<http://www.americanheart.org>

### **Online CPR training**

American Red Cross  
Adult and Pediatric First Aid/CPR/AED  
<http://redcross.org/take-a-class/cpr/cpr-training/cpr-online>

Other organizations offer CPR training that is comparable to that of the American Red Cross and American Heart Association, but **prior to** completing another organization's training course, please contact the Credential Analyst to obtain pre-approval.

### **Mandated Reporter Training**

As the holder of a credential, certificate, or permit which authorizes you to work with, observe, or have knowledge of children as part of your official duties, you are required to report every instance of child abuse which becomes known to you or which you reasonably suspect to have occurred to a child with whom you have professional contact. You must report your observations to a Child Protective Agency immediately, or as soon as practicably possible, by telephone and send a written report to the Child Protective Agency within 36 hours after you become aware of the abuse of the child. Your duty to report is individual, and no supervisor or administrator may impede or inhibit your duty to report, although you may also report to your supervisor or administrator. Your failure to report instances of child abuse known or reasonably suspected to you is a misdemeanor, punishable by up to six months in jail or by a fine of one thousand dollars (\$1000) or both. Reference: California Penal Code Section 11166.5.

For additional information please click on the following link: [Educator Rules of Conduct and Responsibilities](#)

Free online Certification:

- Child Abuse- Mandated Reporter Training: [mandatedreporterca.com](http://mandatedreporterca.com)
- Check with your School District or School site for assistance

### **CAL TPA/TPE**

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 using 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 is being updated by the Commission on Teacher Credentialing.

## 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 36. Failure to comply with this criterion could result in Academic Disqualification.

## CalTPA Appeal Policy and Process

### *TPA Remediations/Revisions and Requirements*

If a candidate fails a cycle in the CalTPA, they might have to go through a remediation process before resubmitting. Failure due to condition code **does not** require remediation. However, if a candidate fails due to **low total score**, they must go through a remediation process before retaking the assessment.

- If a candidate fails due to a **condition code**, they must first contact Pearson by calling 916.928.4081 or by navigating to this [website](#), choosing the CalTPA tab, and then emailing Pearson directly.
  - When contacting Pearson, the candidate should request a "detailed condition code report" so that a complete explanation for the condition code can be provided.
  - After a response is received from Pearson the candidate should then address any errors that were made and then resubmit.
- If a candidate fails due to a **low score** on the CalTPA, they must follow the steps below:
  - Contact the CalTPA Coordinator at [teacherprep@ucmerced.edu](mailto:teacherprep@ucmerced.edu) to register for remediation. The cost of remediation is \$200 per cycle.
  - Upon proof of registration, the CalTPA Coordinator will assign you a CalTPA Remediation Specialist
  - Contact the CalTPA Remediation Specialist and make an appointment
  - After remediation is complete, revise your CalTPA Cycle and resubmit to Pearson (note - you will have to pay \$150 to retake the assessment)

All questions relating to remediation should be sent to [teacherprep@ucmerced.edu](mailto:teacherprep@ucmerced.edu).

## Remediation Process

The CalTPA Coordinator will assign a CalTPA Remediation Specialist to work with the candidates. This is a highly personalized process based on where the candidate struggled on the previous assessment. The Remediation Specialist along with the candidate would review the scores on the individual rubrics and call out specific components that the candidate should focus on when re-working their CalTPA Cycle 1 or 2. The Remediation Specialist would set up multiple meetings with the student where they would teach mini lessons specific to the rubrics. Some of the topics covered may be ELD strategies, HOT strategies, assessments and providing feedback to improve the outcomes of students.

## Recommendation for Teaching Credential

Credential recommendations are provided solely by the Credential Analyst/Program Manager and authorized designees who are current employees of UC Merced Extension Teacher Preparation Program.

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.

***Effective January 1, 2022, the English credential will no longer be authorized to teach theater and the PE credential will no longer be authorized to teach dance, anyone admitted Fall 2021 to the English or PE program will no longer have the authorization to teach theater or dance respectively.***

### Credential Request Process

To initiate the application for your credential document you will need to submit the Credential Request form via email.

We encourage you to submit the Credential Request at the beginning of your last semester in the program as soon as your Teacher Preparation Program coursework in progress is all you have left to complete. (Any additional requirements such as RICA, CPR, U.S. Constitution, and approved coursework taken at an institution other than UC Merced must already have been completed prior to of the Credential Request.) To ensure timely processing, please submit the request as early as possible. Read the Instructions to the Credential Request carefully.

### Credential Request Process

Before beginning the process, please note the following:

- Initiating this process at the beginning of your last semester of coursework will ensure timely processing.
- Eligibility for a credential recommendation is based upon of **all** components of your program. Being placed in an assignment or even completing the clinical practice will not guarantee recommendation for the credential if other requirements are not met. All exams, CPR certification, coursework outside of the Teacher Preparation Program, etc. must be completed prior to submitting a credential request.
- Upon receipt of your request, the Credential Analyst will process your paperwork making sure that everything is in order. Your request will be held until the end of the semester for a final check once grades have posted. You will be kept informed of the status all throughout the process via email. As soon as it is determined that all requirements have been met, the Credential Analyst will complete the CTC online recommendation for your credential.



Once the credential has been recommended you will receive an email from CTC requesting that you complete the application process and pay the required fee.

To submit your Credential Request form, please email the Credential Analyst to obtain the application form.

### **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](mailto:teacherprep@ucmerced.edu).

## Recommendation for an Intern Credential

### Intern Pathway

The Internship Program is an alternative pathway to earning a California Teaching Credential. When qualified candidates are not available, school districts often search for an individual who has partially completed a credential program and shows great promise of being highly successful. Through a partnership between the school district and UC Merced Extension, interns complete a state-approved professional education program. The university is not involved in finding internship positions for its students. If you are interested in the Intern option, you are responsible for securing employment in a public-school setting.

The Intern option is available in the following programs: Multiple Subject and Single Subject.

### IMPORTANT PLEASE READ BEFORE PROCEEDING

The requirement that an individual pass the California Basic Educational Skills Test (CBEST) before entering a preparation program and meet the subject matter requirement (CSET) prior to being recommended for an Intern credential, has been suspended for candidates who, between March 19, 2020, and August 31, 2021, were or are unable to complete the CBEST and/or CSET due to COVID-19 related testing center closures. These requirements must be met prior to completion of the program and to be recommended for a preliminary credential.

**Please note:** If you are admitted without subject matter exams (CSET), competency of the subject(s) you will teach is still expected at the time of admission to the credential program. The credential program does not include instruction that builds your subject-matter competency. Your subject-matter competency will be assessed during your intern position and insufficient subject-matter knowledge may prevent you from completing or receiving credit for student teaching and thus jeopardize your success in the program.

### Admission Requirements

You must meet all admission requirements for the program you are seeking the Intern option.

**Meet with the Credential Analyst Mayra Franco** - [mfranco11@ucmerced.edu](mailto:mfranco11@ucmerced.edu)

### Eligibility Requirements an Internship Credential:

- Offer of Employment.
- Bachelor's Degree (must be from a regionally accredited institution)
- U.S. Constitution
- Basic Skills
- Subject Matter
- Valid CTC Fingerprint Clearance
- Pre-Service
- CPR Certification

For **Multiple Subject** and **Single Subject** candidates, a special emphasis will be placed on completion of the pre-service requirement. If you have met pre-service, you will be given paperwork to document that fact. If you have not yet met pre-service, the coordinator will assist you in developing a plan to meet this requirement. Once you have completed that plan, you must contact the Credential Analyst to obtain your letter of intern eligibility.

### **Intern Offer of Employment**

Upon securing an offer of employment as an Intern, an Intern Authorization form will need to be completed. Section one of the form is to be completed by you, section two by your employer and section three by the Credential Analyst. The Credential Analyst will sign this form only after the employer has completed section two. The date of initial employment requested must not be prior to the date you completed the eligibility requirements, or the Credential Analyst will not be able to sign.

### **Applying for Intern Credential**

**IMPORTANT!** For our office to submit the recommendation for the Intern Credential to the CTC the following steps must be completed in order:

1. Complete and submit the [Request for Intern Eligibility Form](#) to the Credential Analyst. Once approved, you will receive a Letter of Support for Intern Eligibility.
2. Upon being hired by a school and/or district, complete the [Intern Credential Request Form](#) to the Credential Analyst. Please note this form requires a section to be completed by your employer.

Once the Credential Analyst has received the required form, we will submit the online recommendation on your behalf. You will be notified by the CTC via the email you have provided. You will then need to complete the "Personal and Professional Fitness" questionnaire and payment portion of the process. Please note that the CTC processing system requires both an e-mail address and a credit card to complete this step. Payment must be made within 90 days of the recommendation date or CTC will cancel the recommendation. A few days after making your payment, the CTC will forward a payment confirmation number to you. Provided that there are no extenuating circumstances, the CTC will then send you an e-mail confirming that the credential has been issued. Following that, you will receive one additional e-mail notice which will provide the details of your credential. This final notice is the one you will use for employment purposes. **Your credential and all information pertaining to such will appear as granted on the CTC website.**

## Academic Support and Intervention Policy

Candidates are monitored by program administrators, instructors, and other candidate support personnel on a regular basis for good academic standing and professional behavior. In some instances, candidates may also identify themselves as needing academic support and intervention. The program identifies academic standing and interventions as follows:

Good academic standing: Candidates maintain a passing grade of B- or higher for all required courses, complete all clinical practice hours and requirements in a timely manner, maintain credential requirement documents and other requirements on semesterly basis or as otherwise required. To be recommended for a credential, candidates must complete all requirements on Good Academic Standing.

Early Academic Intervention: Candidates can be identified as needing Early Academic Intervention by self-identification, or identification by an instructor, cooperating teacher, university mentor, and/or program administrator. Candidates are identified for needing early academic intervention for the following indicators: consecutive missing assignments or other requirements, late submission of required credential documents or other materials, missing or delayed schedule of completion on required clinical placement hours, and/or not meeting professional standards of the teaching preparation program.

*Intervention Action:* Candidate is required to meet with an assigned program advisor, including but not limited to a program administrator or university mentor, to discuss early academic intervention action plan (improvement plan). Candidate must adhere to the action plan and meet all goals to return to good academic standing.

Academic Probation: Candidates can be placed on academic probation by a program administrator based upon feedback and results from instructors, cooperating teachers, and/or university mentors. Candidates are placed on academic probation for the following indicators: failing to complete early academic intervention action plan in a timely manner, failing required coursework (C+ or lower), failing to complete required clinical practice hours by end of term, or failure to consistently comply with the professional standards of the teacher preparation program.

*Intervention Action:* Candidate's will have a registration hold placed on their student account until the candidate has met with an assigned program advisor, including but not limited to a program administrator or university mentor, to discuss intervention action plan (improvement plan) with requirements to meet prior to registering for next term. Candidates are required to meet on a regular basis with advisor through duration of their academic probation status. Failure to successfully complete intervention action plan while on Academic Probation may result in Academic Disqualification.

## 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 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 based on race, gender, or handicap not pertaining to required academic performance. Following this period (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 based on 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](#) 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](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. 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 will 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 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, inter-session, 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](#) 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](mailto: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 DYI information for new students and instructors online. For the TPP, 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**

<https://access.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.

## Tips for Success

- **Make copies of everything you submit to the Teacher Preparation Office.**
- **Keep all documents in a well-organized folder.**

Examples would include:

- Application Packet
  - Original Test Scores Report
  - CPR Card
  - Correspondence
  - Credential Program Checklist
  - Admission Letter
  - Clinical Practice Evaluations
  - Course Substitution Request Forms *(if applicable)*
- 
- **Be aware of upcoming deadlines**  
Credential Request (Submit *at the beginning of your last semester of coursework, provided UC Merced Extension coursework in progress that semester is all you have left to complete*)
  - Utilize this handbook as a reference and to monitor your progress.
  - See the Program Associate Director and/or the Credential Analyst whenever you have questions regarding credential requirements or related regulations and policies.
  - Be sure to receive critical information by checking your UC Merced email regularly.
  - Use the services provided by the Campus web Portal.
  - Enroll in classes
  - Have your class schedule and grades available
  - Keep copies of your unofficial Transcripts

## Advisement

Academic advisement is provided to inform and assist you as you progress through your credential program. For your convenience, the following resources are available:

### Teacher Preparation Program Office

- **Online**-You may contact the Associate Director via email at [Dsaucedonunez@ucmerced.edu](mailto:Dsaucedonunez@ucmerced.edu)  
Please allow 24 to 48 hours for a respond to all email inquiries. Expect a longer wait time during weekends and holiday breaks.

### First Semester Advisement

During your first semester of the program, you are encouraged to meet with the Associate Program Director and/or Credential Analyst to discuss your progress.

### Credential Program Checklist and Course of Study

Soon after you meet with the Associate Director and/or the Credential Analyst, you can expect to receive a Credential Program Checklist and your course of study sequence. This is your official university record, which includes all the courses and requirements for the preliminary credential. During your first semester advisement meeting the Associate Director and/or Credential Analyst will review the course of study and Credential Program Checklist with you to assist with any questions or concerns you might have. You may refer to this document throughout your program. Updated course of Studies and Credential Program Checklist will be provided upon request.

### 5- Year expiration of course

Candidates who request equivalencies for prior coursework must have completed the course work within 5 years from the date enrolling in TPP. All course request equivalency that does not meet the equivalent unit amount of the TPP course, then the Director of Education will decide if the course meets the TPP course unit equivalency.

## Program Overview

Public School Teaching credentials in the state of California are regulated by legislative actions that are subsequently interpreted by appropriate regulatory agencies. With guidance provided by The Commission on Teacher Credentialing (CTC), the UC Merced Extension has developed programs for candidates seeking credentials and certificate to serve in a variety of positions in public schools in California. Candidates for all credentials must meet legal requirement in effect at the time of application for credential regardless of when the program was started.

There are two types of Credentials available at UC Merced Extension: Multiple Subject and Single Subject. All UC Merced Extension programs are accredited by the California Commission on Teacher Credentialing (CCTC).

UC Merced Extension offers a variety of pathways for obtaining a Multiple, or Single Subject Teaching Credential:

**Traditional:** In the Traditional pathway to a credential, students attend full or part time and develop their schedule along with the Associate Director and/or Credential Analyst. They can begin in either Fall or Spring semesters.

**University Intern Programs:** The University Intern Program is a 2-year program designed for those candidates who are employed in a full-time position. Candidates attend classes part-time while employed full time in a classroom. Candidates may change to the Intern pathway from the Traditional pathway if employment is offered in an appropriate setting.

## Preliminary Multiple Subject Teaching Credential Program

The Preliminary Multiple Subject Teaching Credential is a license to provide instruction in California public setting.

The Preliminary Multiple Subject Teaching Credential authorizes the holder to teach all subjects in a self-contained classroom, such as the classrooms in the most elementary schools, in grades TK, K-12, or in classes organized primarily for adults. In addition, the holder of a Preliminary Multiple Subject Teaching Credential may serve in a core or team-teaching setting.

Our credential program meets Senate Bill 2042 (SB2042) standards for English Lerner instruction. This means that upon completion of the program you will be authorizes to provide instruction to the students whom English is not their first language. Our program is fully accredited by the Commission on Teacher Credentialing.

The Preliminary credential is a 5-year document. The next level credential is called a Clear Credential and to obtain it you must complete a teacher induction program which is an advanced on-the-job training program typically provided by public school districts but also some universities.

<b>TRADITIONAL-COURSEWORK REQUIREMENTS AND RECOMMENDED SEQUENCE</b>
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**Traditional Pathway:** This pathway allows candidates the most scheduling flexibility. You can take classes full time or part-time. Most students complete this pathway in two, three or five semesters.

### Three (3) Semester Sequence for Full-Time Students

Fall Semester (16 units)	Spring Semester (13 units)	Summer Session (12 units)
EDUC X408: Integrated Physical Science Math and Scientific Literacy (3units)	EDUC X409: Integrated Earth and Space sciences and Math, and Digital Literacy (3 units)	EDUC X410: Technology Supported Project Based Learning (3 units)
EDUC X424: Integrated Humanities and Visual Literacy (3 units)	EDUC X425: Integrated Humanities and Cultural Literacy (3 units)	EDUC X426: Integrated Humanities and Global Literacy (3units)
EDUC X301: Foundations in Education (3 units)	EDUC X302: Teaching Practicum (3 units)	EDUC X311: Diverse Students, inclusive instruction (3units)
EDUC X401: Learning, Cognition, and Instruction (3 units)	EDUC X305: Clinical Practice 3 (4 units)	EDUC X312: Project Based Instruction (3 units)
EDUC X303: Clinical Practice I (4 units)		

**Five (5) Semester Sequence for Part-Time Students**

<b>Fall Semester (6 units)</b>	<b>Spring Semester (6 units)</b>	<b>Summer Session (6 units)</b>
EDUC X408: Integrated Physical Science Math and Scientific Literacy (3units)	EDUC X410: Technology Supported Project Learning (3 units)	EDUC X426: Integrated Humanities and Global Literacy (3units)
EDUC X401: Learning, Cognition, and Instruction (3 units)	EDUC X409: Integrated Earth and Space science Math, and Digital Literacy (3 units)	EDUC X311: Diverse Students, inclusive instruction (3units)
<b>Fall Semester (13 Units)</b>	<b>Spring Semester (10 units)</b>	
EDUC X301: Foundations in Education (3 units)	EDUC X302: Teaching Practicum (3 units)	
EDUC X303: Clinical Practice I (4 units)	EDUC X305: Clinical Practice 3 (4 units)	
EDUC X424: Integrated Humanities and Visual Literacy (3units) (RICA)	EDUC X312: Project Based Instruction (3 units)	
EDUC X425: Integrated Humanities and Cultural Literacy (3 units)		

**NSED Students course Equivalencies**

<b>TPP Courses</b>	<b>NSED Courses</b>
EDUC X313: Technology Supported Project Based Learning	NSED 130: Technology in Education
EDUC X312: Project-Based Instruction and Assessment	NSED 100: Project Based Instruction – Assessment and Management
EDUC X400: Research Methods in Education	NSED 150: Research Methods in Education
EDUC X311: Diverse Students – Inclusive Instruction	NSED 120: Classroom Interactions in Science and Mathematics; A Focus on Equity in Urban and Rural Schools

**Note: For Bilingual Authorization please meet with the Associate Program Director**

## Preliminary Single Subject Teaching Credential Program

The Preliminary Single Subject Teaching Credential is a license to provide instruction in California public school setting.

The Single Subject Teaching Credential authorizes the holder to teach the specific subject(s) named on the Credential in departmentalized classes, such as those in most middle schools and high school, in grades TK-12, or in classes organized primarily for adults.

Our credential program meets Senate Bill 2042 (SB2042) standards for English Lerner instruction. This means that upon completion of the program you will be authorizes to provide instruction to the students whom English is not their first language. Our program is fully accredited by the Commission on Teacher Credentialing.

The Preliminary credential is a 5-year document. The next level credential is called a Clear Credential and to obtain it you must complete a teacher induction program which is an advanced on-the-job training program typically provided by public school districts but also some universities.

***Effective January 1, 2022, the English credential will no longer be authorized to teach theater and the PE credential will no longer be authorized to teach dance, anyone admitted Fall 2021 to the English or PE program will no longer have the authorization to teach theater or dance respectively.***

### TRADITIONAL-COURSEWORK REQUIREMENT AND RECOMMENDED SEQUENCE

**Traditional Pathway:** This pathway allows candidates the most scheduling flexibility. You can take classes full time or part-time. Most students complete this pathway in two, three or five semesters.

#### Three (3) Semester Sequence for Full-Time Students

Fall Semester (13 units)	Spring Semester (13 units)	Summer Session (9 units)
EDUC X315: English Methods (3 unit)	EDUC X400: Research Methods in Educa (3 units)	EDUC X313: Technology Supported Project Based Learning (3 units)
EDUC X316: History Methods (3 unit)	EDUC X314: Single Subject Reading for Understanding (3 units)	EDUC X311: Diverse Students, Inclusive instructio (3units)
EDUC X317: Math Methods (3 units)	EDUC X302: Teaching Practicum (3 units)	EDUC X312: Project Based Instruction (3 units)
EDUC X318: Science Methods (3 unit)	EDUC X305: Clinical Practice 3 (4 units)	
EDUCX 301: Foundations in Educatio (3 units)		
EDUC X401: Learning, Cognition, and Instruction (3 units)		
EDUC X303: Clinical Practice I (4 unit)		

**Five (5) Semester Sequence for Part-Time Students**

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Term</b>
<b>EDUCX 301: Foundations of Education</b> (3 units)	<b>EDUC X 313: Technology-Supported Project Based Learning</b> (3 units)	<b>EDUC X311: Diverse Students; Inclusive Instruction</b> (3 units)
<b>EDUCX 401: Learning, Cognition, and Instruction</b> (3 units)	<b>EDUC X314: Single Subject Reading for Understanding</b> (3 units)	<b>EDUC X312: Project-Based Instruction</b> (3 units)
<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Term</b>
<b>EDUC X315, X316, X317, or X 318</b> (3 units)	<b>EDUC X 302: Teaching Practicum-SSC</b> (3 units) (CALTPA 1 & 2)	<b>EDUC X 400: Research Methods in Education</b> (3 Units)
<b>EDUC X303: Clinical Practice I</b> (4 units)	<b>EDUC X305: Clinical Practice 3</b> (4 units)	

**NSED Students course Equivalencies**

<b>TPP Courses</b>	<b>NSED Courses</b>
<b>EDUC X313: Technology Supported Project Based Learning</b>	<b>NSED 130: Technology in Education</b>
<b>EDUC X312: Project-Based Instruction and Assessment</b>	<b>NSED 100: Project Based Instruction – Assessment and Management</b>
<b>EDUC X400: Research Methods in Education</b>	<b>NSED 150: Research Methods in Education</b>
<b>EDUC X311: Diverse Students – Inclusive Instruction</b>	<b>NSED 120: Classroom Interactions in Science and Mathematics; A Focus on Equity in Urban and Rural Schools</b>

**Note: For Bilingual Authorization please meet with the Associate Program Director**



## **Clinical Practice Placement- Traditional and Internship Pathways**

Teacher Preparation Program administration is responsible for identifying student teaching placements with strong cooperating (mentor) teachers and will match experienced University Mentors to your educational and career goals.

During your clinical practice time, you will work directly with students and develop lesson plans under the guidance of an experienced educator who serves as your mentor. Cooperating teachers will help guide you in modeling classroom management strategies, how to use creative institutional strategies, and any general guidance as you become accustomed to the classroom environment. This is completed over the fall and spring semesters.

### **In-Person and Distance Learning Placement radius (Fresno- Sacramento)**

UC Merced Extension has a 50-mile radius policy, if the student teacher placement is beyond this radius, we cannot guarantee on time placement.

If you find yourself beyond the 50-mile radius, what steps can you take to ensure your school placement is secured and that UC Merced Extension has a Mutual of Understanding (MOU) in place with the school district whom you will be placed:

If outside of a 50- mile radius between Fresno and Sacramento, you are requested to support your placement in the following ways:

- The school district name for MOU
- HR person in the school district that is responsible for expediting MOU
- Weekly contact to follow the progress of the MOU
- Commitment to district by registering as a substitute
- This process for placement outside of the Merced area can take longer than expected, and your clinical practice placement may be delayed until midway into the 1<sup>st</sup> semester start or as late as 2<sup>nd</sup> semester
- The TPP will work with you to secure an appropriate clinical practice placement