

Applications, Admissions, & Retention in Teacher Education

See also the Department of Education's "Policies & Procedures"

When should I apply to a teacher education program?

- Freshmen apply by March 1st of their spring semester. Applications are processed in the order they are received and all parts are completed. Applying early allows freshmen to be admitted before they register for classes in April.
- Transfer students apply as soon as they have been accepted to the College.
- Sophomores, Juniors, and Seniors apply as soon as they anticipate completing a teacher education program. All programs require a minimum of four 15-week semesters in program.

What are the application requirements?

1. A completed application submitted by the deadline,
2. A well-written original personal statement,
3. A 2.750 combined GPA or higher from all institutions of higher education,
4. Sophomore standing (32 semester hours of coursework) upon entering the program,
5. Evidence of a passing score on the TEST OF ACADEMIC PROFICIENCY (400) – NOTE THAT OTHER EXAMINATIONS MAY BE USED AS SUBSTITUTIONS – SEE INFORMATION IN THE APPLICATION MATERIALS,
6. Evidence of at least 3 semester hours of English composition equivalent to English 106 or higher with a grade of C (2.0) or higher (*Note. This course may be in progress for freshmen applicants.*),
7. Two endorsing professional recommendations from professors, using the forms included with the application packet, and
8. State of Illinois Criminal Background Investigation. An FBI Check may be submitted in lieu of the State CBI. Must be valid within a year upon entering a program.

What are the application procedures?

1. Obtain an application from the Department of Education, the Office of Admissions, or your academic advisor.
2. Complete the application and submit it to Mr. William Slodki, Director of Teacher Education Admissions, 3rd Floor Circle Hall. His contact information is 630.617.3482 and slodkiw@elmhurst.edu.

What are the application deadlines?

August 15th for fall admissions and January 15th for spring admissions. If candidates miss the deadlines, they will not be able to begin the program sequence. Applications are processed in the order completed. Some programs may fill enrollment caps prior to the deadlines.

Are there caps on how many students are admitted to a program?

The Early Childhood Education Program and Special Education Program admit new teacher candidates only in the fall term. Each program is limited to 18 students.

The Elementary Education and Secondary Education programs typically admit 36 students each fall term and 18 students each spring term. Secondary Education may add an additional section of 18 students per term, all other programs are capped.

How will I know I am accepted?

Applicants will be notified of acceptance by letter via U.S. mail.

What if I want to change teacher education programs after being accepted?

Candidates who are accepted to one teacher education program may file a request for change to a different teacher education program with the Director of Teacher Education Admissions. The request for a change of program will be reviewed by the program directors. Requests are not automatically granted because programs have different requirements regarding major GPA and different enrollment caps. Therefore, there may be a waiting list for programs.

In addition, changing programs could require repeating portfolio coursework (200, 300, 450), depending on program requirements. Changing programs would also require revising the documentation of field hours on the field experience spreadsheet. For example, hours counted at the elementary (K-5) level could not be used if an Elementary candidate changed to the Secondary program (i.e., only hours at the 6-12 level would be used).

What happens if my GPA falls below the requirements?

Candidates whose GPAs fall below the major or cumulative requirements are automatically removed from program until the GPA requirements have been met. If a candidate earns below a C (2.0) in an education course, that course must be repeated before advancing in the program. Therefore candidates are removed from program. Candidates have the right to appeal this decision to the Teacher Education Committee and request a probationary semester so they can improve their GPA and/or repeat the class. This is a formal process that must be followed as outlined in the Department of Education's Guide to Policies & Procedures.

What happens if I am arrested and the arrest might appear on my criminal background check?

The College policy is that all teacher candidates must immediately report all arrests to the program director and department chairperson. No candidates who have an arrest and court date pending should return to field experiences until this meeting has been held and procedures for returning to field experiences are discussed and the candidate signs an acknowledgement of the conditions. During the meeting the candidate will receive information on how to inform schools of the arrest and pending hearing. Once the court has made a final decision, then the candidate is required to submit a new criminal background check to the Department chairperson. If an arrest is shown on the new criminal background check, then the Performance Review Committee will place the candidate on performance review.

Arrests do not automatically disqualify candidates to pursue an educator's license; however, they are closely monitored by the Department of Education and school districts. In addition, the Department of Education and the Dean of Students Office coordinate any campus-related incident reports each semester. All teacher candidates must complete new criminal background checks prior to student teaching. Currently many school districts are requiring FBI background checks that inform them of arrests in all 50 states and update them if a candidate is arrested while student teaching.

What do I do if I decide to withdraw from a teacher education program?

1. File a change of major with the Advising Office indicating that you are no longer seeking teacher licensure.
2. Contact the Admissions Director for Teacher Education (Mr. Slodki) to inform him of your withdrawal.

Once you have withdrawn from the program, you would have to re-apply to reenter a teacher education program. There are limitations on how old test scores can be at the time of application to a program.