

Upper Level Checklist – to be completed by the student

Students: Use this checklist as a tool when applying for upper level status in the Education Department at Pitt-Greensburg. All documents to apply for upper level can be completed on line using fillable .pdf files.

Earned at least 48 credits (completed or currently enrolled in at time of application). Transfer students must have earned at least 15 credits at Pitt-Greensburg.

Completed selected education courses (prerequisite courses) for each program with an earned B- or better.

- Early Childhood - ADMPS 1001 and I&L 1330
(May be currently enrolled in I&L 1330 at time of application for upper level.)
- Secondary - ADMPS 1001, I&L 1332, and I&L 1702
(May be currently enrolled in I&L 1702 at time of application for upper level.)

Six (6) credits of college mathematics. (Completed or currently enrolled, earned grade of C- or better)

Six (6) credits of college English (3cr. of Composition {Eng. Comp 2} and 3 cr. of American or British Literature). (Completed or currently enrolled, earned grade of C- or better) Children's literature courses do not satisfy this requirement.

Submit Unofficial Transcript (can be downloaded from People Soft) marked with a highlighter the following courses: ADMPS 1001, I&L 1330 or 1332, I&L 1702 (Secondary only), British or American Lit. course taken, ENGCOMP 0020, two Math courses (MATH 0050 and MATH 0052 for Early Childhood; MATH 0031 or higher for Secondary Education) plus second Math course.

Three (3) satisfactory recommendation forms, addressed to:

University of Pittsburgh at Greensburg
Education Department, FACH-211
150 Finoli Drive
Greensburg, PA 15601.

- At least one form must be from a professor (not in the Education Department) and one must be a character reference from a non-faculty member. (Recommendation forms can be accessed from the Pitt-Greensburg Education Department website, <http://www.greensburg.pitt.edu/academics/education/forms> or via the Education Department (FACH-211).

Career Goal Statement (200-300 words, double-spaced, typed)

- Explain to the admissions committee how and why you have decided to become a teacher. Discuss your decision based upon work you have already done with school-age children. Also include a long-term look at your career in education. Although babysitting, being a parent, and being part of a large family provide many opportunities to interact with children, these experiences differ from interacting with children in school/instructional settings. Please focus on work in school/instructional settings.

Basic Skills Assessment Results (Reading, Writing, Mathematics)

- Must have passing scores on all exams. Schedule them so that you have plenty of time to retake any you may not pass on the first attempt. If you take them online, you will receive your Reading and Mathematics scores immediately and your Writing score can take up to two months. If you fail a section you cannot retake it in the same calendar month. Therefore, schedule these tests several months prior to deadline of application. (Dates for application deadlines are listed below under section "Other Important Information"). High scores on SATS or ACTs may exempt students from taking the PAPA tests. See Education Department for details.

Earned a minimum of a 2.8 Grade Point Average (GPA). Applicants who have earned a minimum GPA of 2.8 when they apply to the upper level and meet all other requirements will be admitted and may then register for upper level education courses. However, applicants whose cumulative GPA (Pitt-Greensburg and/or Combined)

falls below 2.70 before they have begun the upper level will have their admission revoked and will be withdrawn from all upper level courses. All students must have a cumulative GPA of 3.0 the semester prior to student teaching.

Achieved acceptable dispositions. The Education Department has not received any notices of deficiencies in the candidate's dispositions and/or all deficiencies have been resolved.

OTHER IMPORTANT INFORMATION:

- During the Fall of your Sophomore year, secure "Application for Advanced Standing" and begin asking for recommendation forms to be completed, and begin writing your career goal statement.
- A completed application includes: the application form, unofficial transcript highlighted with required courses and grades, three recommendation forms and your career goal statement.
- Deadlines for applications to upper level standing:
 - January 15th** for subsequent FALL admission to upper level
 - May 15th** late submission deadline for subsequent FALL admission to upper level.
(Please note: students selecting the May 30th deadline will only be permitted to register for upper level classes IF open seats remain.)
 - September 15th** for subsequent SPRING admission to upper level
- Send your application materials via email to Jane at jane.hoch@pitt.edu.
- Applicants not admitted in one Admission Period and who wish to be considered for a later Admission Period in the same academic year must submit a new application by established deadlines. Applicants have the option of using the same recommendation forms.
- Pre-education students may apply more than once within the same academic year; for example they may apply in January and September.
- Students admitted to one upper level program may not automatically transfer to another upper level program. Students seeking to change upper level programs must meet all requirements for admission to the desired program and must seek special permission from the Director of the Education Department.