

INSTRUCTIONS FOR COMPLETING PHYSICAL EDUCATION PTEP APPLICATION

STEP 1: STUDENT

1. Complete your information in Part 1 of the application the semester before you intend to enroll in methodology (SCED) courses. Make sure that you include both permanent home and school addresses and phone numbers
2. Three faculty members must sign the application, signifying that they recommend your admission to the Professional Teacher Education Program.
3. Take the form with Part I completed to your faculty advisor in your major department.

STEP 2: PHYSICAL EDUCATION DEPARTMENT FACULTY ADVISOR

Using the Student Information System and Information Provided by the Advising Coordinator:

1. Enter the number of Transfer Quality Points applied to the Major GPA for the Student
2. Enter the number of Transfer Quality Hours applied to the Major GPA for the Student
3. Using the spreadsheet and screen 681 or 136, enter the SU Major Quality Points earned by the student so far
4. Using the spreadsheet and screen 681 or 136, enter the SU Major Quality Hours earned by the student so far
5. Enter the Grades Received for PTEP required courses. Leave blank any class in which the student is currently enrolled. This information is available on screen 681 in SIS and on the student's printed degree audit.
6. Enter Completed Earned Hours from screen 118 or printout
7. Enter the Number of Hours the Student is Taking in the Current Semester
8. Make Sure the Total is ≥ 56
9. Enter PRAXIS I Passing Scores (Copy of Score Report MUST be in Student's Folder). Leave **blank** if scores are pending.
10. Return Student's Application Form to the Secretary in the Department of Health, Physical Education & Human Performance.

The Director of Teacher Education will check final grades, compute the student's GPA for program admission, and double-check that the student has met program requirements. Students who meet PTEP requirements will be notified by June 15 for fall admission and January 15 for spring admission.

Students not meeting PTEP requirements will be de-registered from PTEP courses.

SALISBURY UNIVERSITY
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION & HUMAN PERFORMANCE
APPLICATION TO PROFESSIONAL TEACHER EDUCATION PROGRAM

Deadlines: Fall Advising for Spring Admission; Spring Advising for Fall Admission

1. STUDENT COMPLETES THIS SECTION & TAKES TO ADVISOR IN DEPARTMENT OF HEALTH, PHYSICAL EDUCATION & HUMAN PERFORMANCE

Name:	SS:
Home Address:	Home Phone:
	Local Phone:
	Advisor Name:
Local Address:	Did You Transfer credits to SU? (Circle) Yes No
	MAJOR:
	Student Signature:

Faculty Recommending Acceptance to Professional Program:

3 FACULTY SIGNATURES	DEPARTMENT
1.	
2.	
3.	

2. MAJOR DEPT ADVISOR COMPLETES ONLY THIS SECTION AND RETURNS FORM TO STUDENT.

TRANSFER HOURS TOWARD MAJOR (Compute from Printout) ENTER "0" if no Transfer Credits Toward Major	
TRANS QUALITY POINTS	
TRANS QUALITY HOURS	
SU HOURS TOWARD MAJOR Compute from GPA Spreadsheet Completed Courses ONLY	
MAJOR QUALITY POINTS	
MAJOR QUALITY HOURS	

TOTAL TRANSFER HOURS (From Printout)	
TRANSFER QUALITY POINTS	
TRANSFER QUALITY HOURS	
PTEP REQUIRED COURSES C or Better Required Leave Blank if Currently Enrolled	
CLASS	GRADE
CMAT250	
EDUC210	
EDUC300	
ENGL101	
ENGL102	

TOTAL EARNED HOURS (From Printout or Screen 118)	
Completed	
In Progress	
Total (Must be 56)	
PRAXIS I PASSING SCORES (ETS Report in Student Folder) Leave Blank if Scores are Pending Do NOT Enter Failing Scores	
Reading (177/325)	
Writing (173/319)	
Math (177/322)	

Advisor Signature _____ Date _____

3. DIRECTOR OF TEACHER EDUCATION

_____ Student is Admitted to PEP

MAJOR GPA (Completed Courses Only)	
QUALITY POINTS	
QUALITY HOURS	

Major GPA=_____ (2.75 Minimum)

TOTAL HOURS (Completed At End of Current Semester)	
SU QUALITY POINTS	
TRANSFER QLTY POINTS	
TOTAL QUALITY POINTS	
TOTAL EARNED HOURS	
Overall GPA (2.5 Minimum)	

_____ ACCEPT _____ DENY

Reasons For Denial:

Director of Physical Education _____ Date _____

Revised 4/2008
This application replaces all previous versions