

ACHIEVING FORMAL ADMISSION to TEACHER EDUCATION at WEST CHESTER UNIVERSITY

What is Formal Admission to Teacher Education (FATE)?

Formal admission to teacher education is the application process that confirms your intent to pursue teacher certification at West Chester University.

What does it entitle you to?

Access to advanced coursework is available **only** to students with formal admission to teacher education. When students achieve formal admission, West Chester University adds the MILESTONE of EDF030 to their academic record. The MILESTONE is a prerequisite to all advanced professional education courses. The MILESTONE (EDF030) is not a course, carries zero credit, and in no way affects your cumulative GPA or tuition charges. It will appear on your MyWCU to confirm your **Formal Admission to Teacher Education**.

What are the requirements for Formal Admission to Teacher Education for post baccalaureate candidates?

- You must have earned an undergraduate degree from an accredited institution.
- You must have earned a minimum cumulative GPA of 2.8 for all courses on your transcript/s.
- You must have the recommendation of your major department. (Department recommendation may be contingent upon completion of additional and/or more rigorous requirements than the criteria described above.)

When should I apply?

You should apply for **Formal Admission to Teacher Education** as soon as you have met **ALL** of the requirements. Incomplete applications will not be accepted.

What are the steps in the application process?

1. Ensure that you have met the requirements for **Formal Admission to Teacher Education**
2. Obtain the application from the Office of Candidate Services Undergraduate Program Counselor (107 Wayne Hall), the Office of Teacher Certification (302 Recitation) or your program department office. Complete and sign the application for **Formal Admission to Teacher Education** and attach all of the required documentation:
 - A copy of your unofficial transcript from MyWCU *with your signature at the top of the first page*
 - Photocopy(ies) of transcripts from institutions where you earned any transfer credit(s) from institution(s) where you have earned credits.
3. Meet with your academic advisor or department chairperson to review the application. Your advisor's signature signifies that you have satisfied your department criteria for **Formal Admission to Teacher Education** and that it recommends you for admission. (Note for professional and secondary education students: You must obtain the signatures of both your academic and professional/secondary advisors.)
4. Submit the signed form and attachments to the Undergraduate Program Counselor, 107 Wayne Hall. The counselor will review your application and give final approval for your **Formal Admission to Teacher Education**. When your application has been approved and processed, the MILESTONE of **Formal Admission to Teacher Education** will appear at the end of your unofficial transcript.