



**INDIANA UNIVERSITY
KOKOMO**

DIVISION OF EDUCATION

**APPLICATION POLICIES and PROCEDURES for
ADMISSION to the TEACHER EDUCATION PROGRAM (TEP)**

- TEP applications may be submitted at any time.
- TEP applications will be processed in the order received.
- Each initial TEP cohort is limited to 30 students.
- Applications must be submitted directly to the Division of Education Office, during regular business hours, so that the date and time of receipt can be logged. NOTE: K-6 and ECH TEP applications are submitted on-line.
- Applications should be hand delivered, if possible, either to the Division of Education's administrative assistants or to the Division Chair, to ensure they are logged in the order received. Applications submitted by mail will be logged on the date they are delivered to the Division of Education Office. NOTE: On-line applications are date and time stamped electronically.
- Only complete TEP applications will be processed. Incomplete TEP applications will be returned. If/when candidates (students) choose to reapply, the new application will be logged and processed in the same manner as described above.
- Complete applications submitted to the Division of Education will be processed in a timely manner, and candidates will be notified in writing of all admission-related decisions and actions taken by the Education faculty.
- Education faculty/ advisors *may* grant permission for advance registration for professional education (TEP) courses while candidates' applications are being processed. This will occur only when it is determined that candidates have met/ will meet all minimum admission requirements, which will include coursework, GPA, PRAXIS I scores, and dispositional standards.
- *Permission to advance register pending an admission decision is not a guarantee of TEP admission.* Candidates who have advanced registered but are ultimately denied admission to the TEP will be administratively removed from professional education courses.
- Candidates admitted to the TEP are strongly encouraged to meet with their academic advisor to discuss their plans for TEP completion, including in particular the student teaching semester.

Effective 10/11/04