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COLLEGE OF EDUCATION

COLLEGE OF EDUCATION

Student Handbook

Revised and Updated: June 2007

Office of Undergraduate Studies

Student Resource Center

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Introduction

As an Education student at Temple University, you are going not only for an undergraduate degree in Education, but you are also attempting to obtain state certification to teach in Pennsylvania. Temple works with state law in order to guide students so that they fulfill all mandatory requirements to be eligible for state certification within the Commonwealth of Pennsylvania.

If you wish to teach outside of Pennsylvania after graduation, you would obtain what is called “reciprocity” to use your Pennsylvania certificate to teach elsewhere. Regardless of where you will teach after Temple, it is important that you receive your Pennsylvania certificate because Temple, the university from which you obtained your degree, is in Pennsylvania. You should complete all program requirements, including Pennsylvania certification, even if you are leaving right after graduation to move to another state. Each state requires different things from a student who is requesting reciprocity.

If you are considering a teaching career you must first consider two preliminary issues:

- *Having a criminal record (which includes drug and alcohol reports) may have adverse consequences when you apply for certification.*
- *You must be a U.S. citizen in order to be considered for certification.*

Areas of Study Within the College of Education at Temple

Elementary Education *specializing in:*

- *Early Childhood (128 credits) and/or*
- *Special Education (131 credits)*

Secondary Education

You would select one area from several possibilities:

- *English*
- *Foreign Language* (French, German, Hebrew, Italian, Latin, Portuguese, or Spanish)
- *Mathematics*
- *Science* (Biology, Chemistry, Earth and Space Science, General Science, or Physics)
- *Social Studies* (History)

You must declare the second major with the appropriate college (e.g., College of Liberal Arts or College of Science and Technology).

Career and Technical Education

You would select one area from several possibilities:

- *Business Education*
- *Industrial Education*
- *Marketing and Distributive Education*

Middle School Certification

Students who are interested in obtaining a middle school certificate to teach grades 5-8 must wait until they have completed their undergraduate studies and received their Instructional I certificate from the state. After they receive the Instructional I certificate, they can take the corresponding praxis exam for the middle school certification. A middle school certificate can be sought in any subject (i.e., English, math, social studies, or science) regardless of whether their other certificate is in elementary or secondary education.

Time to Complete Education Major

Because the government, both on a state and federal level, is particularly interested in the quality of our nation's teachers, much of the College of Education's curriculum is dictated by state imposed standards and requirements.

Some students choose to take classes part-time (below 12 credit hours) while others go full-time (12 or more credit hours). In order to complete the 128 required credit hours within four years, it is necessary to take 16 credit hours per semester. Due to the many state and university requirements and the whole semester of student teaching, it occasionally takes College of Education students longer than four years to finish the program. This is particularly true when a student has transferred one or more times from other colleges and universities or from other majors.

Minors

If you wish to be an Education major with a minor in another discipline, you need to contact an advisor in the department of the subject in which you wish to minor. Please be advised that the Education requirements for the major can be completed within four full-time years; however, adding a minor will add to your time at Temple.

Academic Standards & Policies

GPA Requirements

Students must maintain a 3.0 GPA to enter the certification program within the College of Education at Temple. This 3.0 GPA is also required upon graduation for students who are seeking certification. Students who elect to graduate without being eligible for certification must have a minimum GPA of 2.0.

All students are required to have grades of "C-" or better in University Core courses. A grade of "C" or better is required in all General Education, Professional Education, and certification courses, with the exception of Education 1322 and Education 2255 which require a "C+" or above. In addition to maintaining a 3.0 overall GPA, Secondary Education students must earn a minimum GPA of 3.0 in their major concentration area.

Withdrawal from Classes

During the first two weeks of the fall or spring semester or summer sessions, students may drop a course with no record of the class appearing on the transcript. In weeks three through nine of the fall or spring semester, or during weeks three and four of summer sessions, the student may withdraw

with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W." After week nine of the fall or spring semester, or week four of summer sessions, students may not withdraw from courses.

No student may withdraw from more than five courses during the duration of his/her studies to earn a bachelor's degree. Every Temple student will be allowed a total of five withdrawals (counted from Fall '03) during his or her tenure as a Temple student.

Repeating a Course

Students may wish to repeat a course to earn a higher grade, either to raise their grade point average or to receive a grade in the course required by their major or to meet another requirement, such as achieving the minimum "C-" required for successful completion of Core Curriculum courses.

If an undergraduate student takes a course more than once, (a) all occurrences of the course will appear on the student's transcript, but (b) only the lowest grade received will not be used in calculating the student's grade point average. **Please consult with Student Financial Services about how repeating a course can impact your ability to receive financial aid.**

Academic Warning, Probation and Dismissal

Grade-Point Deficiency

The academic actions of Warning, Probation and Dismissal will be guided strictly by a number called the grade-point deficiency which will be standard across all schools and colleges. Grade-point deficiency points identify students who are achieving cumulative grade point averages below 2.0.

For each grade of "C-" or below, students will receive deficiency points which will be detracted from their overall "quality points" (please see the new policies website <http://policies.temple.edu>) for more detailed information on deficiency and quality points). If a student receives enough deficiency points they will first be warned, and then, if they show no improvement, will be dismissed from the university.

Academic Warning

Students will receive "Academic Warning" when his/her semester or cumulative grade-point average is below a 2.0. Students who receive grade-point deficiencies will receive this warning on their semester grade reports. Students can eliminate grade point deficiencies by achieving "C+" or better grades. A student on academic warning status cannot register for courses online or by telephone and must meet with his/her academic advisor for registration.

Academic Probation

Academic Probation is a sanction given to a student whose cumulative grade-point average is below 2.0 after having accumulated 24 credits. A student on Academic Probation cannot register for courses online or by telephone, and must meet with his/her advisor to register. Advisors will help these students in planning a schedule of courses selected to assist the student in maintaining an acceptable cumulative GPA. Advisors will see to it that the planned schedules assure academic progress and the completion of required courses. A student on Academic Probation at the beginning of an academic year is not eligible for University-funded, academic merit-based financial aid until the student is restored to Academic Good Standing.

A cumulative grade point average below 2.0 results in the accumulation of deficiency points.

Students who have earned deficiency points will receive notification of Academic Probation on their semester grade reports. For example, if by the end of the first year a student who has completed 30 hours, the performance in those courses should have produced 60 points:

$$30 \text{ cumulative credits} \times 2 = 60 \text{ quality points needed for 2.0 average}$$

If the student's performance has produced only 54 points, the student has accumulated 6 deficiency points, and academic probation is noted on the grade report.

$$\begin{array}{r} 30 \text{ cumulative credits} \times 2 = 60 \text{ points needed for 2.0 average} \\ \underline{-54 \text{ points earned}} \\ 6 \text{ deficiency points} \end{array}$$

Eliminating Deficiency Points

Students can remove deficiency points by achieving C+ grades or better in subsequent courses. Additional grades below C will increase the number of deficiency points. The Deficiency Points Chart (included at the end of this policy) indicates the deficiency points accumulated by students receiving grades below C. The Quality Points Chart (also included at the end of this policy) specifies the relation between course grades and the removal of deficiency points.

Dismissal

A student who at some previous time at Temple University received an academic warning is academically dismissed from the university for unsatisfactory performance if:

Cumulative credits are: With grade-point deficiencies of:

| | |
|---------------|------------|
| 24-39 | 15 or more |
| 40-69 | 10 or more |
| 70-99 | 5 or more |
| 100 and above | 3 or more |

Permission to Take Courses at Another Institution

To receive credit for courses taken at another institution during the regular academic year or summer sessions (and not as part of a study abroad program), matriculated students in good academic standing must obtain a permission form from their advisor prior to taking the course(s) elsewhere. This permission form must be accompanied by a catalog from the other school with the course description(s) circled. Approval is limited to students who have a compelling academic rationale for taking courses elsewhere.

Intra-University Transfer (IUT)

If you are in another college or department at Temple, and wish to transfer to the College of Education (Intra-University Transfer (IUT)), it is required that you attend a workshop with an academic advisor in the College of Education (Main campus: 215-204-8011; Ambler campus: 267-468-8200). Currently, students must have a cumulative GPA of 2.8 to transfer into the College of Education. If your GPA is below this minimum standard, it would still be beneficial for you to attend one of our IUT workshops to learn more about the program and its requirements.

Transferring from another College or University

Students who transfer to Temple from an accredited institution should be aware that Temple is quite lenient in accepting credits; however, all credits might not transfer over directly to your program requirements. Credits that do not transfer to specific program requirements will transfer over to your overall credit pool at Temple.

Core-to-Core

A transfer student with a community college Associate's degree approved for Core-to-Core Transfer has, through receipt of that degree, met all of Temple's core curriculum except for certification requirements. The following community colleges currently participate in this articulation agreement:

- Bucks County Community College
- Burlington County College
- Camden County College
- Community College of Philadelphia
- Delaware County Community College
- Harrisburg Area County College
- Mercer County Community College
- Montgomery County Community College
- Northampton Community College

You will not be considered a beneficiary of the core-to-core transfer agreement until the advising office in the College of Education has received your final transcript with the appropriate degree conferred.

45+

Transfer students admitted to Temple during the Fall 1997 semester and after with 45 or more credits for courses taken elsewhere fall under the 45+ Transfer Rule. Students entering Temple with this designation have a modified core curriculum.

*Students can view in-detail articulation of these agreements at the following university website:

http://www.temple.edu/bulletin/Academic_programs/core/transfer_programs/core_transfer_programs.shtm.

Academic Advising

Academic advisors give students timely information about program requirements and University policies. It is strongly recommended that you see an advisor at all times in your academic career. Attempting to advise yourself and planning your coursework without any collaboration with an advisor could prove detrimental to your graduation plan. Although advisors are a constant source of support for all students, you must assume primary responsibility for knowing the requirements of your degree program and monitoring your progress toward graduation.

Apart from offering assistance in designing academic programs, in suggesting courses, and in discussing career objectives, your advisor is also the official channel through which you must direct many of your requests. It is in your best interest to get to know your advisor as soon as possible and to work together in order to make the most of your Temple experience.

Main Campus

The Student Resource Center is located on the 1st floor of Ritter Annex (Room 150). Every student is assigned an academic advisor based on their program of study. Appointments can be made by calling the main number in the Student Resource Center or by contacting your advisor directly.

Main Office: 215-204-8011

| | | |
|--|--------------|---------------------|
| Nita Guzman , Associate Director of Undergraduate Studies | 215-204-6081 | nguzman@temple.edu |
| Herb Isakoff , Advisor | 215-204-5635 | hisakoff@temple.edu |
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| Jeanette Perez , Advisor | 215-204-3867 | jperez@temple.edu |
| Jeremy Wagner | 215-204-6010 | jwagner@temple.edu |

Ambler Campus

Students can make an advising appointment by calling the Academic Services Office at (267) 468-8200. Elementary Education students at Ambler will remain with their professional advisor throughout their program.

Faculty Advisors

All students on main campus will receive a faculty advisor when they enter their upper level classes. In Elementary Education, the faculty advisor is assigned based on your last name. Secondary Education students are assigned an advisor based on their concentration area. You can find out who your advisor is by calling (215-204-8011) or stopping by the Student Resource Center.

Undergraduate Listserv

All students are encouraged to join the College of Education listserv to receive important and timely messages about registration, employment, internship and volunteer opportunities, and other critical information. Students who are not on the Ed listserv can add themselves using the following directions. Students can sign themselves into the listserv by going to:

http://listserv.temple.edu/archives/ugrad_ed.html and choosing "Join or leave the list."

This link is posted on the College of Education site at:

http://www.temple.edu/education/services/undergrad_listserv.html.

Registration

If you are new to Temple you must register with an advisor. Once you have started your first

semester you can register for the next semester during priority registration online at the following web address: (<http://www.owl.net.temple.edu>).

Important Registration Materials:

1) **Registration Information:** Information about registration is organized by semester and gives all the important dates, billing information, frequently asked questions, and other registration information you might need. This is available to every matriculated student. The information is available on the Office of Academic Records' website (http://www.temple.edu/registrar/registration_info.html).

2) **Undergraduate Bulletin:** This is your contract with Temple. This resource provides you with all university policies and procedures. It includes specific department policy as well. Please access the bulletin online at <http://www.temple.edu/bulletin/>.

3) **Undergraduate Course Description Book:** This publication includes all course descriptions and also lists which courses fulfill University Core requirements (as does the class schedule). You may pick up a copy at the Student Resource Center.

4) **Class Schedule:** This is published each semester, and it is the main scheduling tool since it offers scheduled days and times for all classes being offered. It is helpful to use the online version http://www.temple.edu/tu_courses/ which indicates seat availability - which courses are closed (as in all seats are taken) and which are open.

Planning Your Coursework

University Core

The Core curriculum is a group of courses which all Temple students must take and complete with a "C-" or better in order to obtain their degree. The Core consists of courses in the sciences, math, the arts, international studies, intellectual heritage, studies in race, composition, etc. It is the foundation of your education at Temple.

General Education Requirements

The College of Education, because of state certification standards, requires a group of arts and science courses which are separate from the University Core. College of Education students must obtain a "C" or better in these courses.

Professional Education Core

The Education core consists of eight courses that all Education majors, regardless of concentration area, must take. The Education core courses are prerequisites to the certification program. The minimum grade for all courses is a "C" except for Education 1322 and 2255 where students must achieve a "C+" or higher.

Elementary Education Specialty Area

Elementary Education students choose a specialty area in which they complete three courses of

increasing academic rigor in an academic subject area. The specialty area was designed to meet state certification standards within the Elementary Education curriculum and to provide students with some depth in a given subject. These courses should be selected in consultation with your advisor.

Secondary Education Concentration Area

Secondary Education students must choose one of the following concentration areas: English, foreign language, social studies, mathematics, chemistry, physics, general science, biology, or earth and space science. This involves a series of approximately 10-15 required courses in the chosen field.

Teacher Certification Courses

All students must be advanced to candidacy (see below) before beginning any teacher certification courses. The certification courses are the final components of your coursework before student teaching. They are the more “hands-on” courses showing practical ways to go about teaching specific subjects and content areas. The teacher certification courses are the mandatory preparation for student teaching.

Student Teaching

The final semester in the College of Education consists of student teaching and a senior seminar. This will be very much like a “real job” since students will be teaching every day for an entire semester at a school assigned by the Student Teaching Office . This is clearly the most important part of the program as it is the culminating experience before becoming a professional teacher.

Advancing to Candidacy

Students are admitted to Temple University and the College of Education; however, Pennsylvania law mandates that students must also be admitted into the Teacher Certification Program. The process, referred to as “Advancing to Candidacy,” is an admissions process that is required to progress through the later stages of the program. To be approved for candidacy, you must have all of the following:

- 1) At least 48 credits, 12 of which must be completed at Temple University, with a minimum grade point average of 3.0.
- 2) “C+” or above in both Education 1322 and 2255.
- 3) “C-” or above in all University Core courses and a “C” or above in all General Education and Professional Education Courses.
- 4) Passing scores in all three sections of Praxis I - the first part of the national teacher’s exam (reading, writing, and math).
- 5) Completed six credits of college-level math and six credits of college-level English (composition and literature).
- 6) A speech screening - conducted by an academic advisor. An appointment can be made to complete this assessment.
- 7) Completed the library skills test (library.temple.edu under “Quick Links” choose TILT).

PRAXIS

The PRAXIS is the national teacher certification exam(s) produced by the ETS company (www.ets.org). The importance of the Praxis exams, their content, necessary testing requirements and procedures cannot be overstated. Each major field of study (area of certification) and individual specialty area(s) requires its own set of Praxis exams.

Students have occasionally taken the wrong Praxis, which has subsequently delayed the awarding of their Pennsylvania Certificate in addition to paying unnecessary test fees. To avoid such problems, please adhere to the information found in the Praxis registration materials that can be obtained on Main campus in the Student Resource Center or at the Ambler campus in the advising center located in West Hall. Because Praxis requirements often change before materials are updated, it is also advisable to cross-reference the certification testing information found on the ETS web site: <http://www.ets.org/praxis/prxpa.html>.

To qualify for certification, there are two sets of Praxis exams that must be passed:

- The **PRAXIS I** consists of three individual tests, PPST-Reading, PPST-Writing and PPST-Mathematics. All undergraduate students in the College of Education must successfully pass the Praxis I Exam **prior** to acceptance into Certification Level courses. The reading, writing and mathematics assessments are available through either a paper-based or computerized format.
- The **PRAXIS II** exams focus on knowledge specific to your desired area(s) of certification. Scores on the PRAXIS I and II exams need to meet the set PA state qualifying score. Qualifying scores must be met prior to student teaching and applying for certification.

Preparing for the PRAXIS Exam

The following are some recommended strategies to prepare for the Praxis:

- 1) Review all Praxis information including test content, requirements, scoring methods, testing dates and registration procedures. Information can be found on the ETS web site listed above.
- 2) Once familiar with the content for each individual Praxis I exam, you should assess your personal skill levels in reading, writing, and mathematics. There are a few recommended ways to accomplish this:
 - a. **PLATO Simulated Test System** PLATO is an Internet accessible tool that scores practice (Praxis) tests providing instant feedback and generates comprehensive, integrated learning prescriptions back to the student. Basically, this practice test allows you to become familiar with test content, but most importantly, provides you with a diagnostic identifying your academic strengths and weaknesses. PLATO is available for up to 20 students at a time and can be accessed from a home computer. Contact Jeremy Wagner (216-204-6010) in the Student Resource Center for registration and access information.
 - b. The ETS web site provides “Tests At A Glance,” for each exam, including sample questions. This information can be found at: <http://www.ets.org/praxis/prxtest.html#ppst>.

c. Purchase a preparation book (study guide). Many are advertised on the ETS/Praxis web site.

3) Once you have targeted academic areas needing improvement, seek out remedial or tutorial services. There are services available at Temple: Math and Science Resource Center, MSRC 1810 Liacouras Walk (038-16); (215) 204-8489 www.temple.edu/MSRC The Writing Center Tuttleman Learning Center, room 201; (215) 204-0700 <http://www.temple.edu/writingctr>. For further assistance there are Praxis I workshops conducted at Community College of Philadelphia for a minimal fee. Contact: Dr. Marcia Epstein, (215) 751-8568 for dates and registration procedures.

Intermediate and Senior Performance Assessment

The Intermediate Performance Assessment (IPA) was developed in response to a regulation of the Pennsylvania Department of Education which requires using performance assessments to guide decisions during the teacher education program. The assessment is required to be taken and passed in order to be placed in student teaching.

The Temple Education Faculty developed 6 standards that, they believe, describe the qualities of an effective teacher. Faculty members use these standards to guide the development of their course syllabi. At the completion of the teacher education program, teacher candidates will have had instruction to help them meet all of these standards in their teaching practice. The intermediate assessment measures progress toward these standards part way through the program, and is followed by the Senior Performance Assessment (SPA) near the end of the program.

All undergraduate education majors who matriculated at Temple in 1999-2000 or later and are candidates for certification must successfully complete the Intermediate and Senior Performance Assessments (IPA and SPA), a Temple University and PA Department of Education requirement for teacher education majors. The Intermediate Assessment must be successfully completed before the candidate can begin student teaching. The Senior Assessment is completed at the end of the program.

Intermediate Performance Assessment

In this assessment, a candidate provides evidence that his or her teaching meets two of the six Temple standards (see below). The candidate will prepare an essay that examines the evidence and explain why it meets the standards. The standards are randomly assigned. Candidates taking Elementary Education 3287 and 3387 complete the assessment during those courses. Candidates earning Secondary certificates complete the assessment during the year before student teaching. More information about the assessment can be obtained on the web site of the Temple Writing Center (http://www.temple.edu/writingctr/student_resources/sr_IPA.htm or <http://www.temple.edu/writingctr>).

Senior Performance Assessment

A candidate completes the Senior Performance Assessment during Senior Seminar which accompanies student teaching. In this assessment, the candidate again presents evidence that his or her teaching meets the Temple standards. This is accomplished by preparing a portfolio and presenting this portfolio during an interview.

Candidates are provided with guidelines before each assessment.

Temple University Teacher Education Program Performance Standards

- Standard 1: Teaching for all students that facilitates Active Learning
- Standard 2: Teaching for all students that exhibits Coherence and Continuity
- Standard 3: Teaching for all students that promotes Critical/Creative Thinking
- Standard 4: Teaching for all students that enhances Real-World Connections
- Standard 5: Teaching for all students that involves Reflective Thinking
- Standard 6: The ability to teach subject-matter content so that it is understood

Student Teaching

Students must notify the student teaching office one full semester before their intent to student teach. Students should familiarize themselves with the student teaching website (<http://www.temple.edu/education/studentteaching/index.html>) to look for their student teaching application and a full and updated explanation of placement process and requirements.

All student teaching questions should be directed to Bernie McGee: 215-204-1520, bernard.mcgee@temple.edu.

Students must schedule an appointment for a *graduation review* with their faculty advisor to be eligible to register for student teaching.

Graduation

An application for graduation must be submitted within the first two weeks of a student's last semester. Forms are distributed at the Student Teaching Orientation during the first week of the semester. Application forms are also located in the Student Resource Center. It is the student's responsibility to meet the deadline date for filing the graduation application. A graduation fee must be paid prior to applying and the receipt must accompany the completed application. Payment can be made at Cash Operations.

The requirements to earn a bachelor's degree in the College of Education are:

- 1) A minimum of 128 semester hours (credits). Students need to fulfill all program requirements AND have 128 credits. Credits from ROTC and preparatory courses, such as Math 15, do not count toward the total of 128 needed for graduation.
- 2) A minimum grade point average of 3.0. Secondary Education students must also achieve a minimum grade point average of 3.0 in their major concentration.
- 3) Completion of 30 of the last 45 semester hours of academic work at Temple University.
- 4) Completion of specific requirements as detailed in each program.
- 5) Successful completion of the initial, intermediate, and senior performance assessments.

Graduation with Honors

This distinction is bestowed upon those candidates for baccalaureate degrees who have completed at least their last 60 hours toward their degrees in residence as matriculated students at Temple University.

3.25 GPA = Cum Laude

3.50 GPA = Magna Cum Laude

3.75 GPA = Summa Cum Laude

Dean's List

In order to be on the Dean's List in the College of Education you must have a minimum GPA of 3.5 for a semester of at least 12 graded (letter grade) semester hours (credits).

President's Scholars

President's Scholars are those graduating seniors who are scheduled to complete at least their last 60 hours matriculated at Temple University; who have completed 45 of those last 60 hours; and whose cumulative GPA is at least 3.75. President's Scholars are recognized annually at a special ceremony and reception during the spring semester.

Scholarship Opportunities

Each year, the College of Education accepts applications for a number of scholarships. If you are on the College's listserv, you will receive the link to the application as soon as it is available. Deadlines are usually in mid-January.