

York College of Pennsylvania

Department of Education

TRANSFERRING INTO AN EDUCATION MAJOR

All students who are not education majors, but who wish to change majors in order to pursue an education degree/certification must complete the process below. After completion, the Student Success Division will be notified that a major change has been approved.

1. Students must possess cumulative GPA of 2.8 or higher. (Each student must print his/her transcript from *My YCP*)
2. Students must possess valid clearances with no offenses. Clearance information can be found here: <https://www.ycp.edu/academics/academic-departments/education/field-experience-and-student-teaching/clearances/>
3. Students with the required 2.8 GPA and printed clearances should contact the Program Coordinator for the education program that the student wishes to pursue to request a brief meeting. See contact listing for Program Coordinators:
 - a. Dr. Katherine Beauchat, kbeauch1@ycp.edu : Early Elementary Education (PreK-4)
 - b. Dr. Kimberly Sutton, ksutton1@ycp.edu : Early Elementary Education (PreK-4)/Special Education (PreK-8) Dual OR Middle Level Education (4-8)/Special Education (PreK-8) Dual
 - c. Dr. Stacey Dammann, sdammann@ycp.edu : Secondary (7-12, subject specific)
 - d. Dr. Nicole Hesson, nhesson@ycp.edu : Middle Level Education (4-8, subject specific), Music (K-12), or Spanish (K-12)
4. At the Student/Program Coordinator Meeting, the Student and Program Coordinator will sign/date this document to verify that the meeting included the following important items:
 - a. Review of program coursework and requirements (including prior coursework, 2.8 cumulative GPA as shown on student's transcript, and valid clearances with no offenses)
 - b. Evaluation of Professional and Personal Dispositions
 - c. Acknowledgement of the Pre-Professional Educator Status process (see PPES application information)
5. The Program Coordinator may then recommend the student to the Student Success Division for a major change to the respective education program (using the appropriate *Change in Student Record* form).
 - a. If the Program Coordinator approves the major change, he/she will submit the *Change in Student Record* form to the Dept. of Education Administrative Assistant for proper filing. The student (or Dept. of Education representative) will submit the form to the Academic Advising Center.
 - b. Academic Advising will make the appropriate change in the YCP system.

Pre-Professional Educator Status (PPES) Information:

All Education Majors must achieve Pre-Professional Educator Status (PPES) in order to acquire a degree in Education. Students may register for initial Education classes without PPES; however, as students proceed through the program, they will need to be PPES-approved prior to registering for certain classes. After attaining PPES, at least 3 additional semesters of coursework are required prior to completion of a program. See the application for PPES for specific requirements. Students should consult with their advisor regarding PPES requirements and timelines.

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VERIFICATION OF EDUCATION MAJOR TRANSFER

TO BE COMPLETED BY STUDENT PRIOR TO MEETING WITH PROGRAM COORDINATOR*:

Last Name: _____ First Name: _____ MI: _____

YCP ID: _____ YCP Email: _____

Cell Phone#: _____ Current Advisor: _____

Desired Program/ Certification Area (check one):

_____ PreK-4, Early Elementary Education (ECH)

_____ 4-8, Middle Level Education (MLE) ~ Subject Area: _____

_____ PreK-4, Early Elementary (ECH) / PreK-8, Special Education (SPE) Dual

_____ 4-8, Middle Level (MLE) / PreK-8, Special Education (SPE) Dual

~ Subject Area: _____

_____ 7-12, Secondary Education (SE)

~ Subject Area: _____

_____ K-12 Music Education

_____ K-12 Spanish Education

**Student must print a transcript denoting 2.8 or higher GPA, with accompanying coursework, and bring it with him/her to meet with the Program Coordinator.*

TO BE COMPLETED DURING MEETING WITH PROGRAM COORDINATOR:

Program Coordinator Checklist

_____ Cumulative GPA of 2.8 verified.

_____ Valid clearances reviewed.

_____ Program specifics and coursework reviewed.

_____ Professional and Personal Dispositions reviewed and signed by student.

_____ PPES process reviewed.

The student, by signing, acknowledges that he/she understands the program specifics and coursework, importance of the requirements of the Professional and Personal Dispositions, and the necessity of obtaining PPES approval.

Student Signature: _____ Date: _____

Program Coordinator Signature: _____ Date: _____

If the Transfer into Education is approved, the Program Coordinator will submit this Verification Form to the Dept. of Education Office with an accompanying, signed "Change in Student Record" form. The Administrative Assistant in the Ed. Dept. will file this verification form and a copy of the "Change in Student Record" form. The Student or Department Representative will submit the Change in Student Record form to the Academic Advising Center. Academic Advising will make the appropriate major change in the York College system.