

NORTH CAROLINA STATE UNIVERSITY
ELEMENTARY EDUCATION

Intra-Campus Transfer Admissions Policy and Applicant Pool Procedures

Intra-Campus Transfer Admissions Policy

Elementary Education at NC State is a unique and innovative teacher education program, and students are chosen in part due to outstanding academic performance, as well as other factors including demonstrated interest in the program, relevant experiences, a required essay, and performance in other coursework, particularly in the areas of science and math.

1. *Admission to the Elementary Education program is competitive*, and as our program is a cohort model program, space is limited. Students wishing to be considered for intra-campus transfer admission into the Elementary Education program should complete the following Applicant Pool application. Submission of an Applicant Pool application does **not** guarantee admission into the program.
2. In order to become a part of the Applicant Pool for Elementary Education, students must have a minimum **2.75 GPA** on all coursework completed at NC State.
3. *First-year students* in their first semester of coursework, or *transfer students* in their first semester of coursework at NC State are **not eligible** for consideration until the completion of their first full semester at NC State. After this time, they may become a part of the Applicant Pool.
4. *If a student is granted admission, we cannot guarantee that his/her classification in the Elementary Education program will be the same as his/her university classification.* This means that although the university may classify you as a sophomore according to the number of hours you have completed, you may be classified as a first-year student within the Elementary Education program, depending on individual transcript review.
5. The following deadlines have been established for intra-campus transfer admissions review and notification:

Fall Deadline	<i>Application received by:</i>	September 15 th
	<i>Student notified of decision by:</i>	October 10 th
Spring Deadline	<i>Application received by:</i>	February 15 th
	<i>Student notified of decision by:</i>	March 10 th

It is recommended, though not required, that students in their second year at NC State and beyond (sophomores and above) submit their Applicant Pool Application by the Fall Semester deadline, in order to provide the most flexibility for the student's scheduling and registration for the spring.

Applicant Pool Procedures

1. The Applicant Pool Application must be filled out completely (see attached checklist), and should be returned to, 505 Poe Hall, Campus Box 7801. Incomplete applications will be discarded. Questions regarding the Applicant Pool may be forwarded to the Elementary Education Department by telephone at 513-4631, or by email at elementaryeducation@ncsu.edu.

2. In accordance with the university Progress toward Degree policy, students may only remain in the Applicant Pool for a maximum of two consecutive semesters, after which time the student's name will be discarded from the pool, and the student may not reapply to become a part of the Applicant Pool for Elementary Education.
3. Lifelong Education (LLE) students are not eligible to become a part of the Applicant Pool, as the Applicant Pool is for NC State students that are currently enrolled in a degree program. LLE students interested in Elementary Education should first seek formal admission to NC State as an undergraduate student.
4. At any time, candidates in the Applicant Pool may be contacted by the department if more information regarding their application is needed. Candidates may also be contacted for a brief interview.
5. If a student in the Applicant Pool is offered admission, s/he will be notified **via email** at his/her **NC State unity email address**. S/he must respond regarding acceptance of the offer by the date indicated within their notification or the offer of admission will be rescinded.

NORTH CAROLINA STATE UNIVERSITY
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APPLICANT POOL APPLICATION

This application is for NC State undergraduate students currently enrolled in a degree program and who wish to transfer to the Elementary Education program within the College of Education. Before filling out this application, please review the Elementary Education Intra-Campus Transfer Admissions Policy and Applicant Pool Procedures. This application is NOT a guarantee of admission into the Elementary Education program.

Your application must include all materials listed below. As you complete the required information or forms, use the list below to check off each item and verify that it is included in your Applicant Pool Application packet.

Student Information Form

Personal Statement

Reference Evaluation**

Reference Name: _____

Title/Position: _____

**Reference Evaluation Form should be submitted in a sealed envelope with the reference's signature across the seal.

Petition for Exceptional Consideration (if applicable)

Your signature below

Once you have completed and gathered all application materials, please submit completed Applicant Pool Application packet (including this cover sheet) to:

Attention: Tremaine Brittian or Deidre Yancey
505 Poe Hall
Campus Box 7801
Raleigh, NC 27695-7801

I certify that the information within this application is true and correct to the best of my knowledge. I also certify that I have read and understand the Elementary Education Intra-Campus Transfer Admissions Policy and Applicant Pool Procedures.

Signature

Date

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APPLICANT POOL APPLICATION**

Section 2: Personal Statement

Your personal statement is your opportunity to tell the Elementary Education department about yourself. In the event that you do not have the occasion to interview with us, this is your only chance to let us know why you believe you are an ideal candidate for Elementary Education. You may choose your own essay topic; the prompts below are only suggestions of areas you might want to address in your essay.

- What is your motivation for choosing the education profession, particularly Elementary Education? When did you first think you might want to be a teacher?
- What strengths do you bring to the profession?
- What is your ultimate goal, and how does a degree in Elementary Education from NC State fit into it?
- What have you been doing or been involved in that demonstrates your interest in and/or experience with young learners?
- What is there in your character, experience, and disposition that you believe would enhance your ability to be an effective elementary school teacher?
- What values or principles guide your life? How might those apply to you teaching young children?

Your personal statement must be typed and double spaced. There is no minimum length, but the maximum length is 4 pages. Please sign and date the essay at the bottom of the last page. Remember that the NC State Honor Code applies to your essay submission.

The act of submitting work for evaluation or to meet a requirement is regarded as assurance that the work is the result of the student's own thought and study.
(NC State Honor Code)

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Section 3a: Reference Evaluation Instructions

The following form is to be given by the applicant to an individual familiar with his/her work and/or character. Ideally, this person might be a current or former course instructor, advisor, or employer who can speak to the applicant's capability and/or suitability to be an effective future educator.

Applicant, please fill in applicable information **before** giving this to your reference.

Dear _____
(reference name)

Date _____

_____ is applying for transfer admission into the Elementary Education program at NC State and has selected you to complete the attached reference form on his/her behalf. Your candid assessment of the applicant will greatly assist us in determining whether or not he/she is suited for Elementary Education at NC State.

Following completion of the reference evaluation, the applicant is responsible for submitting all application materials, including this form. Please return the reference form to the applicant as soon as possible. The applicant will then submit the form, along with this sheet, to us in a sealed envelope, signed across the seal by you.

TO BE COMPLETED BY THE APPLICANT:

Notice of Waiver

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf.
(<http://www.epic.org/privacy/education/ferpa.html>)

_____ I wish to waive my right of access to this letter.

_____ I wish to retain my right to read this document after an admissions decision has been made on my behalf.

Signature _____

Date _____

You must sign your name above and indicate whether or not you wish to waive your right of access if this letter is to be included in your admission file.

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Section 3b: Reference Evaluation

Reference: Please fill out the appropriate information and check the boxes that best describe your assessment of this applicant.

Reference Name and Title/Position: _____

Applicant Name: _____

Please briefly describe how long you have known the applicant and the nature of your contact (ex. current or former student, current or former advisee or employee):

Applicant's Understanding and Appreciation of Human Diversity:

- Usually sensitive to and respectful of human diversity
- Some difficulty with accepting differences in others OR naivety with regards to diversity awareness (please also circle which statement applies to the applicant)
- Major difficulty in accepting human differences OR disregard for diversity (please also circle which statement applies to the applicant)

Applicant's Interpersonal Skills:

- Relates well to others, both peers and authority figures
- Has some minor difficulty with social interactions
- May be uncooperative or unfriendly; some "attitude" problems or social problems

Applicant's Professional Development Potential:

- Solicits feedback; consistently responsive to criticism; not defensive; self-directed; shows initiative
- Usually responds to feedback; may be defensive; may require extra direction or prompting
- Does not accept or act on constructive criticism; needs constant prompting or attention to perform

Applicant's Responsibility:

- Consistently punctual; meets deadlines; dependable, reliable
- Usually punctual, meets most deadlines; generally dependable and reliable
- Frequently late; misses deadlines, etc.

Please check one category below:

- Yes, I recommend**
- Yes, I recommend, but with reservation**
- No, I do not recommend**

Comments/Explanation:

Signature _____ **Date** _____

Email Address _____ **Phone** _____

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Section 4: Petition for Exceptional Consideration

If you believe that your individual circumstances warrant exceptional consideration by the Elementary Education department, you must petition by supplying a statement entitled "Petition for Exceptional Consideration" and including it in your Applicant Pool Application packet.

Grounds for exceptional consideration might include any circumstances that you feel warrant an explanation, including but not limited to the following:

- A semester of less than stellar academic performance
- Failing grades on your transcript; particularly in math or science courses
- Breaks in your enrollment or a leave of absence from school
- Semester withdrawals

Your petition statement should be signed and dated and should include:

- A brief explanation of how you have demonstrated a capacity for successful achievement in a rigorous program like Elementary Education. For example, you might provide evidence of superior grades in recent semesters, indicating a trend toward improved performance.
- A discussion of how, if granted admission, you plan to address potential obstacles. For example, if you view a low GPA as the result of personal circumstances, explain why those circumstances are not likely to be a factor during your ELM study.
- Your signature and date at the bottom of the last page, indicating that you attest to the accuracy of all information provided in the petition.