

# Instruction Sheet

## College of Education Application

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If you are a **continuing USF student** (have been enrolled at USF for at least **1 semester or more**):

- 1) Read and fill out the application
  - 2) Attach a copy of **ALL** sections of your skills test scores (CLAST, GKT, or Praxis I)
    - Not applicable for Exercise Science applications
    - CLAST scores reported on transcripts are acceptable (“998” is not an achievable score and denotes exemption) CLAST exemptions cannot be used to meet skills test prerequisite for COEDU admission
    - Must be passing scores on all sections of the **same** test; cannot mix-and-match with sections of another test
  - 3) Attach documentation of courses in-progress at another qualified institution, if applicable
    - This means if you are *currently* cross enrolled at another institution
  - 4) Read and sign the “Disclosure of Conviction” form
    - Provide appropriate documentation if “yes” is indicated on this form
  - 5) Application packets must include **ALL** required items. Incomplete applications will be denied.
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If you will be a first semester **transfer student** (entering USF for the first time):

- 1) Read and fill out the application
  - 2) Attach a copy of **ALL** sections of your skills test scores (CLAST, GKT, or Praxis I)
    - Not applicable for and Exercise Science
    - CLAST scores reported on transcripts are acceptable (“998” is not an achievable score and denotes exemption) CLAST exemptions cannot be used to meet skills test prerequisite for COEDU admission
    - Must be passing scores on all sections of the **same** test; cannot mix-and-match with sections of another test
  - 3) Attach copies of your transcript(s) from **ALL** schools attended and/or attending
    - Includes current semester in-progress work
    - Copies of transcripts are acceptable (official copies **not** required)
  - 4) Completed “Disclosure of Conviction” form
    - Provide appropriate documentation if “yes” is indicated on this form
  - 5) Application packets must include **ALL** required items. Incomplete applications will be denied.
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**Send applications to:**

**University of South Florida**  
**c/o Pre-Education Advising (DAC 107)**  
**Student Academic Services**  
**4202 East Fowler Avenue, EDU105**  
**Tampa, FL 33620-5650**

### **Notification of Acceptance:**

You will receive written notification concerning the status of your application via US mail. Be certain to include your complete mailing address on the application (street, city, zip code). We cannot give admission status via phone. Depending on the volume of applications received, the review process **can take 4-6 weeks**.

#### Available Majors

Biology Education  
Chemistry Education  
Early Childhood Education\*  
Elementary Education

English Education  
Foreign Language Education  
Math Education  
Physical Education\*

Physics Education  
Social Science Education  
Special Education  
Exercise Science\*

\*Limited Access programs

*This page is for your records only. It is not necessary to include it with the application.*

# USF College of Education - Application for Admission

## Tampa Campus Only

To apply at USF St. Petersburg contact: 727/553-1511

Semester for which you are applying\*\* (Do not submit application prior to or after the dates indicated below):

\_\_\_\_\_ Fall – Submit Application June 1<sup>st</sup> through July 15th (deadline)

\_\_\_\_\_ Spring – Submit Application October 1<sup>st</sup> through November 15th (deadline)

\_\_\_\_\_ Summer – Submit Application March 1<sup>st</sup> through April 15th (deadline)

\*\*Exercise Science, Early Childhood Education, and Physical Education are fall semester admission only.

**Applications not postmarked by the deadline (dates indicated above) will be denied for admission.  
A new application must be submitted to be considered for each term.**

Major: \_\_\_\_\_ USF ID#: \_\_\_\_\_  
(List specific major & concentration, such as Sec. Ed. For Lang., French) (Example: U12345678)

Name: \_\_\_\_\_  
Last First Middle/Maiden

Address: \_\_\_\_\_  
Street Address Apt. # City State Zip Code

Phone Number: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Circle your category: Transfer to USF Continuing USF student Former USF student returning USF term of entry: \_\_\_\_\_

Transfer= Admit USF but not currently enrolled Continuing= enrolled at USF for one semester or more Former student= return to USF

Transfer Institutions - If you are a transfer student, list ALL institutions you have attended:

Highest degree attained (if applicable):  A.S.  A.A.  B.A.  B.S.  Other: \_\_\_\_\_

If your A.A. degree is in progress at a Florida public institution, please indicate anticipated graduation date: \_\_\_\_\_  
MM/YR

### Field Experience/Observation:

Have you taken EDF X005: Intro to the Teaching Profession  Yes;  No;  Currently Enrolled

If yes, please indicate where you did your field observation: County/ST: \_\_\_\_\_ School: \_\_\_\_\_

Have you taken EDF 2701/EDF 2085: Intro to Diversity for Educators:  Yes;  No;  Currently Enrolled

If yes, please indicate where you did your field observation: County/ST: \_\_\_\_\_ School: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### \*\*\*\* FOR ADVISOR USE ONLY \*\*\*\*

Evaluated by: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

Denied: \_\_\_\_/\_\_\_\_/\_\_\_\_

Accepted: \_\_\_\_/\_\_\_\_/\_\_\_\_

### CLAST

M \_\_\_\_\_ R \_\_\_\_\_

W \_\_\_\_\_ E \_\_\_\_\_

Missing Gen Ed

GPA too low

Catalogue Year: \_\_\_\_\_

Missing skills test

Not coded as degree seeking

No record: USF Admission status not final

Hold needed due to missing prerequisites (6 hrs or less):  
 Yes  No

Transcripts not submitted w app

Application packet received after deadline

Per COEDU Department/Program

Fall admit only (P.E., Early Childhood, Ex. Sci)

Update USF admit semester from \_\_\_\_\_ to \_\_\_\_\_

Other: \_\_\_\_\_

Other Comments:  
\_\_\_\_\_  
\_\_\_\_\_

### Praxis I

M \_\_\_\_\_ R \_\_\_\_\_ W \_\_\_\_\_

Office Actions:  Database: \_\_\_\_/\_\_\_\_/\_\_\_\_  Mailed Letter: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff: \_\_\_\_\_

# DISCLOSURE OF CONVICTION

When you apply for a teaching certificate, you will be asked to disclose information about any existing criminal records. School districts have the right to know about any arrests, pleas of nolo contendere, adjudications withheld, or convictions that their teachers may have sustained. You will also have to supply this information to the state when you apply for a certificate. School districts have the right to obtain information regarding sealed, expunged, and/or juvenile records.

Note: Exercise Science majors are not required to submit this Disclosure.

Have you ever been arrested for, pleaded nolo contendere to, or been convicted of, a first-degree misdemeanor or felony? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ (**Please check one**)

**Any future charges or arrests may jeopardize your internship and/or teaching opportunities.**

**Print Full Name** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I understand that if I have an arrest record or if I incur one, that the following information applies:**

Upon applying for admission into the College of Education, I will be required to include in my application packet:

- 1) A detailed letter explaining the nature of the arrest, the circumstances related to the arrest, final disposition, and any conditions set by the court.
- 2) Certified copies of court records, which include my arrest record/s, and any documents related to the disposition of my case. (This information can be obtained by the Clerk of the Court for the town/county where the offense/s occurred.)

- ◆ The College of Education cannot guarantee a placement for the final internship.
- ◆ The College of Education cannot guarantee that at the completion of my academic program, I will receive a Florida Teaching Certificate. (These decisions are made by the Education Standards Commission of the Florida Department of Education.)
- ◆ The College of Education cannot guarantee that the states with which Florida has reciprocity will issue a teaching certificate.
- ◆ I have been advised to contact the district/s in which I wish to seek future employment as a teacher, to investigate their respective personnel hiring procedures.

It is important that you retain a personal copy of all of the documents that are submitted to the Internship Office because you will have to present the same documents to the school district/s to which you apply for employment.

I have read and understand the information contained above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**USF ID #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**STUDENT RELEASE**  
**for participation in Class Assigned Activity**

I realize that there may be inherent dangers and risks involved in classroom activity and field experiences, to include final internship, required by the College of Education. I hereby agree to hold harmless the State of Florida, University of South Florida Board of Trustees, the University of South Florida, and the faculty or staff supervising the course or course of study, as well as the agents, employees, and members of the aforementioned from any loss, liability, damage or cost that they may incur due to my voluntary enrollment or participation in these courses.

I hereby agree to abide by any policies, rules and regulations adopted by the aforementioned.

I expressly agree that the foregoing Release and Waiver of Liability Agreement is intended to be as broad and inclusive as is permitted by the law of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I, the undersigned, have read this Release and Waiver of Liability Agreement and understand all of its terms. I execute it voluntarily and with full knowledge of its significance.

I, (print name) \_\_\_\_\_, am over the age of 18 years old, and live  
at the address known as \_\_\_\_\_, City of  
\_\_\_\_\_, in the State of Florida and I have executed this  
Agreement on \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
(witness if requested)

\_\_\_\_\_  
If under age 18, parental signature required

\_\_\_\_\_  
Date