



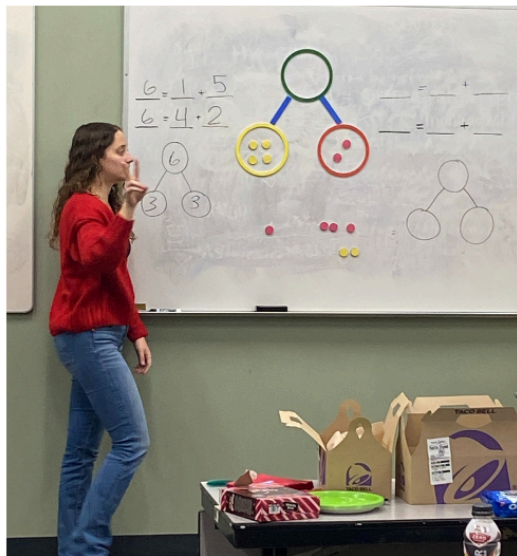
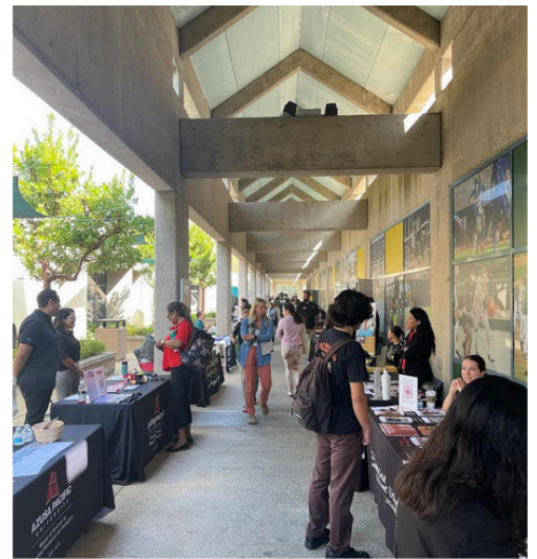
SCHOOL OF  
EDUCATION

CONCORDIA UNIVERSITY IRVINE

# STUDENT HANDBOOK

2026-2027

Teaching Credential | Induction



**The requirements contained in this handbook are subject to changes that may occur in credentialing policies set by the California Commission on Teacher Credentialing.**

# TABLE OF CONTENTS

<b>Welcome from the Dean.....</b>	<b>6</b>
<b>Concordia University Irvine Mission and Core Convictions.....</b>	<b>7</b>
<b>School of Education Mission, Vision &amp; Core Values.....</b>	<b>8</b>
<b>Servant Leadership.....</b>	<b>9</b>
<b>Non-Discrimination Policy.....</b>	<b>10</b>
<b>Preliminary Credential Programs.....</b>	<b>11</b>
Credential Program Learning Outcomes.....	11
Admission Criteria for Multiple Subject, Single Subject, & Education Specialist Programs.....	12
Saturday Attendance Required.....	12
Multiple Subject Preliminary Credential.....	12
Coursework.....	12
Single Subject Preliminary Credential.....	13
Single Subject Credential Areas.....	13
Coursework.....	13
Education Specialist: Mild/Moderate Support Needs Preliminary Credential.....	14
Coursework.....	14
Dual Credential Path.....	14
Dual Multiple Subject & Education Specialist.....	15
Coursework.....	15
Dual Single Subject & Education Specialist.....	16
Coursework.....	16
Changing Credential Programs.....	17
Adding Additional Credentials.....	17
Adding an Education Specialist Credential to a General Education (MS-EDSP/SS-EDSP).....	17
Meeting Subject Matter Competency Requirement for Added EDSP Credentials.....	18
Adding a General Education Credential to EDSP (EDSP-MS/EDSP-SS).....	18
Adding a Multiple Subject to an EDSP (EDSP-MS).....	18
Adding a Single Subject to an EDSP (EDSP-SS).....	19
Adding General Education Credential to a General Education (MS-SS, SS-MS).....	19
Adding a Multiple Subject (SS-MS).....	19
Adding a Single Subject (MS-SS).....	20
Lutheran Teacher Certification.....	20
Certification.....	20
Requirements for the Lutheran Teaching Ministry Certificate.....	20
Coursework.....	21
Placement.....	21
LCMS Church Scholarship/Church Career Grants.....	21

Colloquy Program.....	21
<b>Induction Program.....</b>	<b>23</b>
Program Highlights.....	23
Early Completion Option.....	24
Admission Criteria for Induction Program.....	24
Advising.....	24
Coursework.....	25
Traditional Students.....	25
Early-Completer.....	25
Mentor Assignment.....	25
Assignment of a New Mentor to an Induction Candidate.....	26
Candidate Electronic Portfolio.....	26
Filing for a California Clear Teaching Credential.....	26
Renewing Your California Credential.....	27
<b>Master's in Education Program (M.Ed.).....</b>	<b>28</b>
M.Ed. Program Learning Outcomes.....	28
Admissions Criteria.....	29
Coursework.....	29
Core Courses.....	29
Electives.....	29
<b>Examinations and Assessments.....</b>	<b>30</b>
State and Federal Testing Requirements.....	30
Basic Skills Requirement.....	30
Subject Matter Competency Requirement.....	30
Multiple Subject.....	30
Single Subject.....	31
EDSP.....	32
Testing at a Glance.....	32
CalTPA – California Teacher Performance Assessment.....	32
Description.....	32
Implementation and Administration.....	33
CalTPA Platform.....	34
Candidate Preparation and Support.....	34
Additional Support and Attempts.....	35
Filing for a California Teaching Credential.....	36
Application.....	36
California Clear Credential.....	37
Renewing Your California Credential.....	37
<b>Field Experience.....</b>	<b>38</b>

EDUC/EDSP 204 Introduction to Teaching Diverse Populations.....	38
EDUC/EDSP 580/581 TPA Practicum: Field Experience.....	38
Policies, Procedures, and Requirements.....	39
Field Placements.....	39
Certificate of Clearance.....	39
Health Clearance.....	39
Verification of Cross-cultural and English Learner Classrooms.....	40
Clinical Practice Criteria.....	40
Grade Levels.....	41
Breadth of School Year.....	41
Dismissal from Field Placement.....	41
<b>Student Teaching.....</b>	<b>42</b>
A Team Approach.....	42
Student Teaching Duration.....	42
Grade Levels.....	42
Student Teaching Assignments - Placement.....	42
Student Teaching Admission & Enrollment Requirements.....	43
Applying.....	43
Admission Criteria.....	43
Application Deadlines.....	44
Acceptance/Denial Procedures.....	44
Termination of Student Teaching.....	44
Repeating Student Teaching.....	45
Postponing Student Teaching.....	45
Lutheran Teacher Student Teaching.....	45
Teacher of Record.....	46
Teacher of Record in a non-public school.....	47
Serving as a Substitute Teacher.....	47
Non-Standard Assignments.....	47
Expectations for Successful Completion of Student Teaching.....	47
<b>Professionalism.....</b>	<b>48</b>
Expectations.....	48
Dress for Success.....	50
Social Media/Cell Phone Use.....	50
Corrective Procedures.....	51
<b>Policies.....</b>	<b>52</b>
Academic Honesty.....	52
Probationary Status.....	52
Field Experience.....	52

Appeal Process.....	52
General Appeals.....	52
Attendance (School of Education).....	53
16-week course.....	53
Hybrid, 8-week or Summer course.....	53
Add/Drop Policy.....	54
Non-Attendance of the First Class.....	54
Grading System.....	54
Grades – Minimum Grade Requirement.....	54
Repeating a Course.....	54
Inactive Status.....	54
Readmission following Probation.....	55
Time Limits.....	55
Teacher Credential Program.....	55
MEd Program.....	55
Special Learning Needs of Students.....	55
Student Records.....	56
Teach-Out Policy.....	56
Transcripts.....	56
Transferring in Courses.....	56
<b>Tuition.....</b>	<b>57</b>
Tuition Rate.....	57
Fees.....	57
Payment Policies and Procedures.....	57
<b>Financial Aid.....</b>	<b>58</b>
Eligibility & Process.....	58
Teacher Credential Students.....	58
M.Ed. Students.....	58
How to Apply.....	58
Electronic Award Notification.....	58
Grants & Loans.....	59
Pell Grant.....	59
Christ College/Church Career Grants.....	59
Loans.....	60
Satisfactory Academic Progress (SAP).....	60
Transfer Credits.....	60
Treatment of Grades.....	60
Withdrawals.....	60

<b>University Services.....</b>	<b>61</b>
Academic Advising.....	61
Canvas Learning Management System.....	61
Bookstore.....	61
The Cafeteria & Eagles' Landing.....	61
Department of Faculty Training and Development (FTD) and MyCUI.....	61
Eagles Email Account.....	61
Health Services.....	62
Library.....	62
Parking Facilities.....	62
Spiritual Life.....	62
Student Activities.....	62
Technical Support.....	62
Writing Studio.....	63
Services.....	63
<b>Course Descriptions.....</b>	<b>63</b>

## Welcome from the Dean

It is my pleasure to welcome you to Concordia University's School of Education. Concordia first opened its doors in 1976 with a strong commitment to preparing servant leaders to teach in public and private schools around the world. We are very proud of our many talented graduates who have earned a credential, master's degree, and/or doctoral degree and today are serving as teachers, counselors, administrators, and educational leaders who transform the lives of countless students.

The faculty and staff in the School of Education are committed to preparing you professionally and personally for your calling in life. We strive to provide an excellent education with a scholarly, practice-based, innovative curriculum. We deliver personalized attention throughout your program with clear, timely communication, and compassionate support. We are committed to helping you develop the skills and virtues of servant leadership so that you can lead with courage, compassion, humility and honesty. The world needs more individuals who are willing to look to the interests of others and serve first. An excellently prepared leader who also lives a life of service to others, this is the person who will transform lives and make a lasting positive impact. This is our commitment to you. To model Christ-like servant leadership through our teaching, student services and educational experiences so that you are ready to live your calling as a servant leader in your school and community.

We are grateful for the privilege of serving you and pray for God's blessings on your studies as you commit yourselves to developing your talents to bring about positive change in the lives of others.

Dr. Heather Vezner, Ed.D.  
Dean, School of Education

# Concordia University Irvine Mission and Core Convictions

## Mission

Concordia University Irvine, a comprehensive Lutheran Christian university guided by Christ's Great Commission, develops wise, honorable, and cultivated citizens to serve society and the church.

## Core Convictions

Concordia University Irvine serves our students, colleagues, and community by being:

- *Gospel-Centered:* The faculty and staff, guided by God's Word and the Lutheran Confessions, welcomes all qualified students who are willing to engage with its mission and proclaims God's grace in Christ to each person.
- *Faithfully Relevant:* Concordia offers exceptional, rigorous, holistic, and sought-after programs in the liberal arts and professional studies, rooted in the Lutheran intellectual tradition, that prepare servant leaders who proactively address the contemporary needs of the church and the world.
- *Sustainably Excellent:* Concordia invests its resources of time, talent, and treasure in wise and sustainable ways by empowering each faculty, staff, and student to live out their vocations and to support the ongoing excellence and fulfillment of the university's mission.
- *Courageously Loving:* At Concordia, all are called to love one another, forming a community that faithfully cultivates humility and responsibility, fosters honest and charitable conversations, and offers a path to personal growth that equips students for lives of service in a diverse world.
- *Relentlessly Hopeful:* Concordia is ever hopeful as it carries out its mission in the face of the world's challenges. Our hope is rooted in the confidence that God in Christ has reconciled the world to himself and that Christ is the Lord of all creation.

## School of Education Mission, Vision & Core Values

The School of Education at Concordia University Irvine is guided by the Great Commission of Jesus Christ and embraces the following leadership plan:

<b>Mission</b>	To prepare servant leaders who transform lives through innovative and exceptional educational practices to positively impact local and global communities.
<b>Vision</b>	To be a distinguished School of Education that <b>attracts, equips, and supports</b> candidates aspiring to become wise and honorable servant leaders in education.
<b>Core Values</b>	<p>The School of Education pursues excellence in:</p> <ul style="list-style-type: none"><li>● <b>Christ-like Service</b><ul style="list-style-type: none"><li>○ Humble, Compassionate, Honest, Courageous</li></ul></li><li>● <b>Personalized Attention</b><ul style="list-style-type: none"><li>○ Relational, Supportive, Authentic</li></ul></li><li>● <b>Effective Communication</b><ul style="list-style-type: none"><li>○ Timely, Accurate, Clear</li></ul></li><li>● <b>Stellar Instruction and Relevant Curriculum</b><ul style="list-style-type: none"><li>○ Scholarly, Practice-based, Innovative</li></ul></li><li>● <b>Community and Alumni Partnerships</b><ul style="list-style-type: none"><li>○ Strategic, Reciprocal, Collaborative</li></ul></li></ul>

# Servant Leadership

## Bible Verse

“not looking to your own interests but each of you to the interests of others.”  
Philippians 2:4

## Virtues

- Humility
- Compassion
- Honesty
- Courage

## Skills

- Creates a Vision
- Builds Relationships
- Empowers Others
- Motivates Excellence



## Non-Discrimination Policy

Concordia University Irvine is an educational institution of The Lutheran Church – Missouri Synod that takes seriously anti-discrimination provisions under federal and state law, and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility, and mutual respect.

Concordia University Irvine does not discriminate on the basis of disability, age, race, color, gender, gender identity, sexual orientation, national or ethnic origin, or any other protected class in the administration of its educational policies, admissions policies, scholarships and loan programs, athletic programs or any other university-administered programs, except to the extent that religious freedom exemptions apply.

Concordia University Irvine has not applied for the regulatory exemption under Title IX, 34 C.F.R. § 106.12; however, the Title IX statutory exemption provided by Congress, see 20 U.S.C. § 1681(a)(3), is self-executing. Concordia University Irvine is entitled to that statutory exemption to the extent the application of Title IX is not consistent with the institution's religious tenets. Concordia University Irvine is exempt from California Education Code 66270, to the extent that the application of this code is inconsistent with the institution's religious tenets.

The exemption may apply to, but is not limited to, requirements as expressed in University policies, including those found in the Student Code of Conduct, the Housing Handbook, the Student-Athlete Handbook, the Employee Handbook, and the Employee-Student Handbook. Concordia University Irvine retains all rights afforded to us under federal law and the laws of the State of California.

## Preliminary Credential Programs

There are two levels of teaching credentials in California: Preliminary and Clear. Preliminary credentials are earned first and applied for through the School of Education. Preliminary credentials certify individuals to teach in California public schools for up to five years while they complete requirements for a California Clear Teaching Credential. Concordia offers preliminary teacher credential programs for the following credentials: Multiple Subject, Single Subject, and Education Specialist: Mild-Moderate Support Needs.

Concordia University's credential programs meet all requirements put forth by the State of California and are approved by the California Commission on Teacher Credentialing. Additionally, Concordia University is accredited by the Accrediting Commission for Senior Colleges and Universities of the WASC Senior College and University Commission (WSCUC) – (985 Atlantic Avenue, Suite 100, Alameda, CA 94501 Phone: 510-748-9001)

### Credential Program Learning Outcomes

- **The teacher candidate plans and delivers instruction.** The teacher candidate plans and delivers engaging, developmentally appropriate instruction based on the California Content Standards. The teacher candidate incorporates a variety of teaching strategies and resources to make the subject matter accessible and engaging to the needs of diverse students.
- **The teacher candidate uses assessment for a variety of purposes.** The teacher candidate designs and interprets a variety of assessments, and also uses assessment data to plan instruction, monitor instruction, design and monitor the classroom environment, learn about and place students. In addition, the teacher candidate uses reflective practice as a means of self-assessment.
- **The teacher candidate provides a supportive learning environment.** The teacher candidate creates a positive social environment and a safe and welcoming physical environment that supports learning for all students. The teacher candidate uses instructional time wisely and efficiently.
- **The teacher candidate models a servant-leadership lifestyle.** The teacher candidate models servant-leadership, exhibits a professional attitude, and communicates effectively with students, families and school personnel. The teacher candidate is aware of and carries out legal and ethical responsibilities.

## Admission Criteria for Multiple Subject, Single Subject, & Education Specialist Programs

Refer to the [Concordia University Irvine Catalog](#) for admission information.

### Saturday Attendance Required

Students will be required to attend one or more Saturday events during the Preliminary Teacher Credential Program. The specific dates will be given with as much notice as possible.

### Multiple Subject Preliminary Credential

The Multiple Subject Credential authorizes you to teach all the subjects in a self-contained TK-6 classroom.

#### Coursework

		36 Units
<b>Block I</b>		<b>15 Units</b>
EDUC 200	The Teacher and Technology	1
EDUC 204	Introduction to Teaching Diverse Populations (Includes 20 hours of field experience)	2
EDUC 301	Typical and Atypical Development of Diverse Learners	3
EDUC 501	Planning and Assessment for Inclusive Classrooms	3
EDUC 502	Creating Positive and Inclusive Learning Environments	3
EDUC 551	Language and Culture	3
<b>Block II</b>		<b>9 Units</b>
EDUC 522	Math and Science Methods: Elementary	2
EDUC 523	Integrated Curriculum Methods: Elementary	2
EDUC 560	Literacy Instruction in Diverse Classrooms	4
EDUC 580	TPA Practicum: Field Experience (Includes 40 hours of field experience) <i>Taken following or concurrent with Block II courses</i>	1
<b>Block III – Full-Time STUDENT TEACHING</b>		<b>12 Units</b>
Before enrolling in Student Teaching, students must have successfully fulfilled the Subject Matter Competency per one of the options in AB-130, and have submitted all required Student Teaching forms and applications.		
EDUC 582 A/B	Student Teaching II: Elementary	12

## Single Subject Preliminary Credential

The Single Subject Credential authorizes you to teach one subject to groups of students at the high school or middle school levels.

### Single Subject Credential Areas

- Art
- English
- Foreign Language  
(case-by-case basis)
- Foundational Level: General Science
- Foundational Math
- Mathematics
- Music
- Physical Education
- Science: Biology
- Science: Chemistry
- Science: Geosciences
- Science: Physics
- Social Science
- Theatre

### Coursework

36 Units

Block I		15 Units
EDUC 200	The Teacher and Technology	1
EDUC 204	Introduction to Teaching Diverse Populations (Includes 20 hours of field experience)	2
EDUC 301	Typical and Atypical Development of Diverse Learners	3
EDUC 501	Planning and Assessment for Inclusive Classrooms	3
EDUC 502	Creating Positive and Inclusive Learning Environments	3
EDUC 551	Language and Culture	3

Block II		9 Units
EDUC 524	Secondary Curriculum and Methods	4
EDUC 570	Content Area Literacy Instruction	4
EDUC 581	TPA Practicum: Field Experience (Includes 40 hours of field experience) <i>Taken following or concurrent with Block II courses</i>	1

Block III – Full-Time STUDENT TEACHING		12 Units
Before enrolling in Student Teaching, students must have successfully fulfilled the Subject Matter Competency per one of the options in AB-130, and have submitted all required Student Teaching forms and applications.		
EDUC 583 A/B	Student Teaching II: Secondary	12

## Education Specialist: Mild/Moderate Support Needs Preliminary Credential

The Education Specialist: Mild-Moderate Support Needs Credential authorizes you to instruct students (K-22) with mild to moderate disabilities, including students identified with specific learning disabilities, mild-moderate intellectual disabilities, other health impairments, and autism spectrum disorders.

### Coursework

38 Units

Block I		15 Units
EDUC 200	The Teacher and Technology	1
EDSP 204	Introduction to Teaching Diverse Populations (Includes 20 hours of field experience)	2
EDSP 301	Typical and Atypical Development of Diverse Learners	3
EDSP 501	Planning and Assessment for Inclusive Classrooms	3
EDSP 502	Creating Positive and Inclusive Learning Environments	3
EDSP 551	Language and Culture	3

Block II		11 Units
EDSP 525	Advanced Curriculum Methods	3
EDSP 526	Case Management, Assessment, and Collaboration	3
EDSP 560	Literacy Instruction in Diverse Classrooms	4
EDSP 580	TPA Practicum: Field Experience (Includes 40 hours of field experience) <i>Taken following or concurrent with Block II courses</i>	1

Block III – Full-Time STUDENT TEACHING		12 Units
Before enrolling in Student Teaching, students must have successfully fulfilled the Subject Matter Competency as outlined in one of the options in AB-130 and have submitted all required Student Teaching forms and applications.		
EDSP 584 A/B	Student Teaching II: Special Populations	12

### Dual Credential Path

Occasionally, a candidate is interested in completing coursework for two credentials. We offer a path for completing both a general education and special education credential concurrently.

We offer the following dual credential paths:

- Multiple Subject Credential and Education Specialist Credential
- Single Subject Credential and Education Specialist Credential

Although this does extend the length of time it takes to complete the program, there are advantages to meeting the requirements for both programs concurrently.

Post-baccalaureate candidates must declare the dual credential path before registering for the Block II semester.

It is essential that candidates understand they are admitted into one of the following programs: Multiple Subject, Single Subject, or Education Specialist. Concordia can only apply for one credential at a time on your behalf. Additional credentials can only be added to an already approved credential.

To work toward a dual credential, the candidate completes a carefully designed sequence of coursework for both programs, followed by one semester of student teaching. Candidates complete half of their student teaching in a general education setting and half in a special education setting. Once all coursework and program requirements are complete, the credential analyst files for the general education credential first. Once the general education credential is approved, the credential analyst can then apply for the Education Specialist Credential, assuming all coursework and program requirements for this credential are complete.

If a candidate wishes to complete coursework toward a dual credential, they must notify their School of Education advisor before registering for Block II courses. Please schedule an appointment with your advisor if you would like to discuss this option.

Following is an outline of the sequence of courses candidates complete for the dual credential plan:

## Dual Multiple Subject & Education Specialist

### Coursework

<b>Block I</b>		43 Units
		<b>15 Units</b>
EDUC 200	The Teacher and Technology	1
EDUC 204	Introduction to Teaching Diverse Populations <i>(with 20 hours in a multiple subject setting)</i>	2
EDUC 301	Typical and Atypical Development of Diverse Learners	3
EDUC 501	Planning and Assessment for Inclusive Classrooms	3
EDUC 502	Creating Positive and Inclusive Learning Environments	3
EDUC 551	Language and Culture	3
<b>EDSP Block II</b>		<b>7 Units</b>
EDSP 525	Advanced Curriculum Methods	3
EDSP 526	Case Management, Assessment, and Collaboration	3
EDSP 580A	Practicum: Field Experience II <i>(with 40 hours in an EDSP setting)</i>	1

<b>MS Block III</b>		<b>9 Units</b>
EDUC 522	Math and Science Methods: Elementary	2
EDUC 523	Integrated Curriculum Methods: Elementary	2
EDUC 560	Literacy Instruction in Diverse Classrooms	4
EDUC 580	TPA Practicum: Field Experience <i>(with 40 hours in a multiple subject general education setting)</i>	1

<b>Semester IV – Full-Time Student Teaching</b>		<b>12 Units</b>
Before enrolling in Student Teaching, students must have successfully fulfilled the Subject Matter Competency per one of the options in AB-130, and have submitted all required Student Teaching forms and applications.		
EDUC 582 A or B	Student Teaching: Elementary <i>8-9 weeks in an elementary general education classroom</i>	6
EDSP 584 A or B	Student Teaching: Special Populations <i>8-9 weeks in an EDSP setting</i>	6

## Dual Single Subject & Education Specialist

### Coursework

47 Units

<b>Block I</b>		<b>15 Units</b>
EDUC 200	The Teacher and Technology	1
EDUC 204	Introduction to Teaching Diverse Populations <i>(with 20 hours in a secondary general education setting)</i>	2
EDUC 301	Typical and Atypical Development of Diverse Learners	3
EDUC 501	Planning and Assessment for Inclusive Classrooms	3
EDUC 502	Creating Positive and Inclusive Learning Environments	3
EDUC 551	Language and Culture	3

<b>EDSP Block II</b>		<b>11 Units</b>
EDSP 525	Advanced Curriculum Methods	3
EDSP 526	Case Management, Assessment and Collaboration	3
EDSP 560	Literacy Instruction in Diverse Classrooms	4
EDSP 580A	Practicum: Field Experience II <i>(with 40 hours in an EDSP elementary setting)</i>	1

<b>SS Block III</b>		<b>9 Units</b>
EDUC 524	Secondary Curriculum and Methods	4
EDUC 570	Content Area Literacy Instruction	4
EDUC 581	TPA Practicum: Field Experience <i>(with 40 hours in a secondary general education setting)</i>	1

<b>Semester IV – Full-Time Student Teaching</b>		<b>12 Units</b>
Before enrolling in Student Teaching, students must have successfully fulfilled the Subject Matter Competency per one of the options in AB-130, and have submitted all required Student Teaching forms and applications.		
EDUC 583 A or B	Student Teaching: Secondary <i>8-9 weeks in a secondary general education setting</i>	6
EDSP 584 A or B	Student Teaching: Special Populations <i>8-9 weeks in an EDSP setting</i>	6

## Changing Credential Programs

It is essential that candidates understand they are admitted into one of the following programs: Multiple Subject, Single Subject Credential, or Education Specialist. Occasionally, a candidate wishes to switch programs. In most cases, this will require the candidate to fulfill the Subject Matter Competency requirement for their new credential through one of the options per AB-130.

The first block of education courses is available to candidates in multiple subject, single-subject, and Education Specialist programs. However, the field experience hours completed in EDUC/SP 204 may need to be repeated at the appropriate grade level. Candidates switching from one credential area (Multiple Subject, Single Subject, or Education Specialist) to another credential area, or from one single subject content area to another, may need to add an additional 20 hours of field experience in their EDUC/SP 580/581 placement.

It is essential that you contact your School of Education advisor as soon as possible to review your advisement plan and update your credential path.

## Adding Additional Credentials

Concordia offers various paths for adding credentials to existing credentials, as per the guidelines of the CTC.

Refer to the [Concordia University Irvine Catalog](#) for admission information.

### Adding an Education Specialist Credential to a General Education (MS-EDSP/SS-EDSP)

**CA Credential Holders:** If you hold a Preliminary or Clear CA Multiple Subject or Single Subject Credential, you are eligible to add an Education Specialist: Mild/Moderate Support Needs Credential through Concordia University. Previous credential coursework will be evaluated on a case-by-case basis to determine a suitable course sequence. All candidates will need to complete the following courses, plus field experience, EdSp CalTPA, and additional courses as determined by the evaluation:

- EDSP 204A                      Practicum: Field Experience I (1)
- EDSP 525                      Advanced Curriculum Methods (3)
- EDSP 526                      Case Management, Assessment, and Collaboration (3)

- EDSP 560 Literacy Instruction in Diverse Classrooms (4) if the RICA has not already been passed
- EDSP 580 or 580A Practicum Field Experience II (1), dependent upon review
- EDSP 584 A/B Student Teaching II Special Populations (6/12)  
*An 8-week placement is typical, but may be extended by additional weeks as determined by the Director of the EDSP Program. Candidates may need to pass the CalTPA successfully.*

**Out-of-State Credential:** If you hold an out-of-state credential, it is recommended that you consult with the CTC first to have your credential program reviewed to determine the criteria for a preliminary CA credential.

### Meeting Subject Matter Competency Requirement for Added EDSP Credentials

A candidate for an Education Specialist Credential must demonstrate subject-matter competence in a minimum of one subject through one option identified below, as outlined by CTC per AB-130:

- Complete a Commission-approved Elementary Subject Matter Program
- Complete a Commission-approved Single Subject Matter Program or major
- Hold a valid CA general education credential
- Pass Multiple Subject CSET
- Pass the Single Subject CSET in any content area

For more information, please visit the [CTC website](#).

The [SMR options list](#) is particularly helpful.

It is essential to note that a local school district may require you to complete additional CSET testing or fulfill SMR requirements as part of the district's hiring process.

### Adding a General Education Credential to EDSP (EDSP-MS/EDSP-SS)

#### Concordia Irvine Alumni only

If you completed the CUI Teacher Credential Program and hold an SB2042 Education Specialist Mild/Moderate Support Needs Credential, you are eligible to return and add a general education credential. The outline below lists the required courses you would need to take to add a credential to your existing credentials. Courses subject to change due to state or program changes.

Candidates who completed an Education Special Program at another university would not be eligible for adding a general education credential through Concordia due to the variations in program designs to meet accreditation standards for general education and special education programs.

### Adding a Multiple Subject to an EDSP (EDSP-MS)

- Fulfill Subject Matter Competency (SMR) through one option per AB-130.
- Take the following courses:

- EDUC 522 Math and Science Methods: Elementary (2)
- EDUC 523 Integrated Curriculum Methods: Elementary (2)
- EDUC 580 or 580A TPA Practicum: Field Experience (1)  
(40 hours of field experience in a multiple subject setting and preparation for CalTPA in student teaching, if needed)  
*If EDSP 580 was taken in Fall '17, moving forward, then candidates can take EDUC 580A. Candidates must successfully pass the CalTPA.*
- EDUC 582 A/B Student Teaching II: Elementary (6/12)  
*8-week placement, but subject to additional weeks as determined by the Director of the Credential Program. Candidates may need to pass the CalTPA successfully.*

### Adding a Single Subject to an EDSP (EDSP-SS)

- Fulfill the appropriate Subject Matter Competency (SMR) through one option per AB-130.
- EDUC 524 Secondary Curriculum and Methods (4)
- EDUC 570 Content Area Literacy Instruction (4)
- EDUC 581 TPA Practicum (1) - dependent upon review  
(40 hours of field experience in a single subject setting and preparation for completing TPA cycles 1 and 2 in student teaching, if needed)
- EDUC 583 A/B Student Teaching II: Secondary (6/12)  
*8-week placement, but subject to additional weeks as determined by the Director of the Credential Program. Candidates may need to pass the CalTPA successfully.*

### Adding General Education Credential to a General Education (MS-SS, SS-MS)

#### CUI Alumni only

If you completed the Concordia Irvine Teacher Credential Program and hold an SB2042 Single Subject or Multiple Subject Credential, the outline below lists the current required courses you would need to take to add a credential to your existing credential. Courses subject to change due to state or program changes.

Candidates who have completed their teacher preparation program at another institution are not eligible to complete this coursework at Concordia Irvine, as Block I coursework is foundational to understanding Block II coursework.

#### Adding a Multiple Subject (SS-MS)

If you hold a Single Subject Credential and wish to obtain a Multiple Subject Credential, the following needs to be completed:

- Pass the multiple subject CSET examination or fulfill the SMR requirement through an alternative option, as specified in AB-130.
- Take the following courses:
  - EDUC 522 Math and Science Methods: Elementary (2)
  - EDUC 523 Integrated Curriculum Methods: Elementary (2)
  - EDUC 560 Literacy Instruction in Diverse Classrooms (4)
- File with the CTC.

### Adding a Single Subject (MS-SS)

If you hold a Multiple Subject Credential and wish to obtain a Single Subject Credential, the following needs to be completed:

- Pass the appropriate CSET examination or fulfill the SMR requirement through an alternative option, as specified in AB-130.
- Complete a Secondary Curriculum Methods course in the specific subject area of the credential. (The course offered in Concordia's Single Subject program does not meet the requirements when adding the credential.) There are some exceptions on this site: [https://www.ctc.ca.gov/credentials/leaflets/Adding-Teaching-or-Subject-area-MS-SS-\(CL-621a\)](https://www.ctc.ca.gov/credentials/leaflets/Adding-Teaching-or-Subject-area-MS-SS-(CL-621a))
- File with the CTC.

## Lutheran Teacher Certification

### Certification

Lutheran Teacher Certification (LTC) is the culmination of a program that certifies a candidate for placement into the teaching ministry of The Lutheran Church–Missouri Synod (LCMS). Congregations or Lutheran high schools call LTC candidates into ministry. This ministry encompasses a broad spectrum of opportunities to serve the school's youth, their parents, guardians, families, school community, and the total congregation to which the candidate has been called.

### Requirements for the Lutheran Teaching Ministry Certificate

- Active communicant membership in an LCMS congregation.
- Successfully complete the prescribed preliminary credential program and file for a credential.
- Complete Lutheran Teaching courses with a minimum grade of C- in each certification course, with an overall average of 2.5 GPA and a 2.8 cumulative GPA in required courses for certification.
- Receive recommendations from Concordia University Faculty.
- Complete half of student teaching in an elementary or secondary school affiliated with the LCMS with a credentialed teacher. (*On occasion, circumstances may arise when a Lutheran student teaching assignment is not available.*)
- Complete the Congregational Activities component of student teaching and receive satisfactory, and above, evaluations in all areas.

## Coursework

		19-24 Units
CCI 103	Introduction to Ministry	1
CCI 113	Seminar in Teaching Ministry* (.5 units per year)	0-2
CCI 305	Called to Teach the Faith	3
CCI 392	Practicum: Lutheran Teaching	0-3
THL 201	History & Literature of the Old Testament	3
THL 202	History & Literature of the New Testament	3
THL 304	History of the Christian Church	3
THL 371	Christian Doctrine I	3
THL 372	Christian Doctrine II	3

\*Taken once per year

## Placement

Lutheran Teaching Candidates are placed in schools and congregations through the LCMS Placement Office, which works on behalf of the Lutheran Church—Missouri Synod. To facilitate the placement process, each candidate must submit a placement application to the LCMS Placement Office before the start of student teaching.

A personal interview with the Placement Director will follow the submission of the application. Congregations and high schools from any region of the country can contact Concordia in search of a candidate to fulfill their own particular congregational and classroom ministerial needs. They will complete a Commissioned Minister Candidate Request form. The Placement Office will then match church needs with the appropriate candidates available to serve.

## LCMS Church Scholarship/Church Career Grants

The LCMS Church Vocations office is located in Christ College, which is the School of Theology, Philosophy, and LCMS Church Vocations. Christ College directs the professional church career programs, guides, and approves candidates for certification. Postbaccalaureate LCMS students intending to seek a call into full-time ministry in the LCMS may be eligible for the Church Career Grant if they are accepted into the Teaching Credential program, are active communicant members of an LCMS congregation, and have a plan to complete certification requirements (including all theological and ministerial coursework) through the Church Vocations Council.

## Colloquy Program

The Colloquy program is an alternative to the Lutheran Teaching Certificate for teachers who are members of the LCMS and intend to or are already teaching in Lutheran schools. This is a means by which graduates of non-synodical colleges may be included on the LCMS roster of certified teachers.

The teacher candidate may be eligible for a call upon successful completion of the program and an acceptable exit interview.

For information on the placement process and other information about the call into Lutheran teaching, please contact Dr. Cari Chittick, Director of Lutheran Teaching Programs & LCMS Placement ([cari.chittick@cui.edu](mailto:cari.chittick@cui.edu)) or Carrie Donohoe, Assistant Director of Lutheran Placement and Christ College Program Coordinator ([carrie.donohoe@cui.edu](mailto:carrie.donohoe@cui.edu)). For questions regarding colloquy, please contact Jonathan Ruehs, Director of Colloquy ([jonathan.ruehs@cui.edu](mailto:jonathan.ruehs@cui.edu)).

## Induction Program

Teachers who have the SB 2042 Preliminary Credential must complete California’s requirements to clear their credential within five years. Concordia University Irvine offers an induction program, approved by the Commission on Teacher Credentialing (CTC), to clear the following:

- Preliminary Multiple Subject Credential
- Preliminary Single Subject Credential
- Preliminary Education Specialist Credential

Concordia University’s Induction program partners with employing school districts to offer dynamic new teacher support for California Preliminary Credential holders. We serve teachers working in public and private schools.

In this job-embedded program, Concordia will provide credentialed teachers with multiple professional development opportunities to enhance their teaching strategies for diverse learners, improve classroom management, and develop leadership potential *within the context of their current teaching setting*. Multiple levels of new teacher support, provided by a strong mentor, form the foundation for the Induction program for full-time and part-time teachers.

### Program Highlights

- A 12-unit program (2 years) for credentialed teachers with fewer than three years of experience. Teachers may begin the program as early as their first year of teaching.
- An 8-unit program (1 year) for those who meet **one or more** of the following conditions to be considered an “**early completer**”:
  - Completed one year of a district-approved BTSA program.
  - Completed a minimum of two years of teaching experience in California.
  - Have a Master’s Degree in Education and at least one year of teaching experience.
  - Have a teaching credential from another state and a minimum of two years of teaching experience.
- May apply up to six (6) Induction program units to the M.Ed. or Curriculum and Instruction MAED degrees.
- Courses delivered in online (synchronous) formats.
- Provides ongoing resources for implementing the Common Core Standards and new EL Standards.
- The application deadline to begin classes in the Fall semester is September 15.

## Early Completion Option

SB 57 (Scott Bill) is legislation that allows a modified program option for exceptional, experienced teachers. The option provides qualifying participants the opportunity to complete an Induction program at a faster pace than the full two years generally required for those who are not yet experienced and exceptional.

All Commission-approved Induction programs must provide an early completion option for appropriate candidates. To be eligible, candidates must meet one or more of the following conditions to be considered as an “Early Completer:”

- Completed one year of a Commission-approved BTSA or Induction program
- Completed a minimum of two years of teaching experience in California with documented satisfactory teacher performance evaluations.
- Has a Master’s Degree in Education and at least one year of teaching experience with documented satisfactory teacher performance evaluations.
- Has a teaching credential from another state and a minimum of two years of teaching experience with documented satisfactory teacher performance evaluations.

### Admission Criteria for Induction Program

Refer to the [Concordia University Irvine Catalog](#) for admission information.

## Advising

**Upon admittance** to the Induction program, students will receive advising information, reviewing the following:

- Secure an experienced mentor with a valid California credential that is congruent to the one they seek to clear within the school or district they are teaching. If one is not available, the Director of the Induction program will assign one within two weeks of the program's start. All mentor matches will be made within 30 days of enrollment.
- Identify those students who have been accepted for “early completer” status.
- Provide guidance on selecting the appropriate courses and complete the course registration process.

### Minimum Grades

In order to continue in or complete the Induction Program, candidates must earn a C or better in all EDUI classes with a cumulative GPA of 3.0.

## Coursework

### Traditional Students

Year One		10 Units	Delivery	Term
EDUI 507	New Teacher Support Seminar	2	Online	Fall
EDUI 508	New Teacher Support Seminar	2	Online	Spring
EDUI 592	Assessment of Induction – Part I	3	Online	Fall
EDUI 593	Assessment of Induction – Part II	3	Online	Spring

Year Two		2 Units	Delivery	Term
EDUI 509	New Teacher Support Seminar	1	Online	Fall
EDUI 510	New Teacher Support Seminar	1	Online	Spring

### Early-Completer

Year One		8 Units	Delivery	Term
EDUI 509	New Teacher Support Seminar	1	Online	Fall
EDUI 510	New Teacher Support Seminar	1	Online	Spring
EDUI 592	Assessment of Induction – Part I	3	Online	Fall
EDUI 593	Assessment of Induction – Part II	3	Online	Spring

## Mentor Assignment

Concordia University Irvine Induction Program's intent is for your school site administrator to have the option to assist you in finding a site-based or district-provided mentor. If one is not available, the Concordia Irvine Induction Program will assign you a mentor. Induction candidates will be assigned a mentor within two weeks of the program's start. All mentor matches will be made within 30 days of enrollment.

The following criteria must be met when selecting mentors for Induction Program Candidates:

- Must hold a current California Clear Multiple Subject, Single Subject, or Education Specialist credential with authorizations that are aligned with the Induction Candidate's preliminary credential they are seeking to clear.
- Have a minimum of three years of teaching experience in the field
- Possess qualities of professionalism, mentorship, and content expertise verified in letters of recommendation
- Be approved by their local district for participation
- Be willing to participate in the orientation and ongoing Professional Development training/opportunities for Mentors through their district, Concordia University, Irvine, or outside providers.

- Agree to meet weekly for at least one hour with the teacher candidate to discuss ongoing professional development. These meetings must be logged and reported to the Director of Induction to ensure compliance with this requirement.

### **Assignment of a New Mentor to an Induction Candidate**

Candidates will be sent regular surveys where they may provide feedback regarding the Induction program and their experiences with their mentor. Candidates are encouraged to advise the Director of Induction, through the survey or more directly, if they do not feel they are receiving sufficient support from their Mentor.

The Director of Induction will consult with the Site Administrator for the candidate to determine what support, if any, should be provided to strengthen the relationship between the Teacher candidate and the Mentor. If it is determined that a new Mentor should be assigned to the Teacher Candidate, the Director of Induction will work with the Site Administrator to assign a new mentor.

### **Candidate Electronic Portfolio**

This portfolio serves as a living document that will include the following resources:

- Induction Handbook
- Induction Development Plan (IDP)
- Individual Learning Plan (ILP) - Completed within 60 days of beginning classes
- Triad Meeting Document
- Mentor/Teacher Meeting Log
- Professional Development Log
- Inquiry Project
- Program Completion Checklist

You will have access to your ePortfolio by the first week of class and receive training in accessing all the resources. The Program Director, Instructors, and Administrative Assistants will have access to your ePortfolio.

### **Filing for a California Clear Teaching Credential**

At the end of the Induction Program, to file for the SB2042 California Clear Credential, the candidate must submit a formal application for the credential to the Commission on Teacher Credentialing. This application process is completed through the Credential Analyst in the School of Education.

Candidates will be provided the application packet after their ePortfolios have been completed and reviewed, and grades are posted for their required courses. When all items are completed, you will receive an email containing instructions for this process. The following items are required to file for your clear credential:

- **Credential Application Request Form** – (included in application packet) You must have an active, valid email address to file for your credential.
- **Official University/College Transcripts** – Two sets of your Concordia Irvine Induction Program - original transcripts in a sealed envelope must be provided for any courses taken after admission into Concordia’s Induction Program. A Concordia transcript request form with appropriate fees listed will be in the application packet.

After submitting all credential requirements to the Credential Analyst, your application will be submitted online to the Commission on Teacher Credentialing. Allow two weeks for processing time. When the application is submitted, you will receive an email from the Credential Analyst immediately, containing instructions on completing the application process and paying the fee. You should check your email and spam folder daily after submitting all paperwork.

## Renewing Your California Credential

Note that in the State of California, you are required to renew your credential every five years. This is done directly to the Commission on Teacher Credentialing. Please refer to the Commission's website for specific information. [ctc.ca.gov/](http://ctc.ca.gov/)

## Master's in Education Program (M.Ed.)

*(Combined Credential and Master's)*

Concordia offers a Combined Credential and M.Ed. program. This means you can apply the units from your 500-level credential coursework to a Master's Degree in Education. All 500-level credential coursework must be completed at Concordia; no transfer units can be used if the candidate wishes to earn the M.Ed.

The credential course requirements and student teaching are the foundation for the M.Ed. All students seeking an M.Ed. must complete the Concordia preliminary credential program, including successful completion of student teaching, and then add the advanced coursework and Capstone experience. The total number of units in the M.Ed. is 45 (30 preliminary credential units and 15 advanced units beyond the credential) for Multiple Subject and Single Subject credential holders, 47 (32 preliminary credential units and 15 advanced units beyond the credential) for EDSP credential holders, and 52-56 units for dual credential holders.

**All coursework in the M.Ed. must be completed within seven years of starting EDUC/EDSP 501.**

**Requirements for the M.Ed. are subject to change at any time due to changes that may occur in policies set by the California Commission on Teacher Credentialing that may affect course availability.**

### M.Ed. Program Learning Outcomes

Purpose Statement: The Combined Credential and M.Ed. program prepares teachers who demonstrate knowledge of theory and practice by making informed decisions leading to exemplary instruction for all learners.

This program of study will enable each candidate to

- **Integrate Intentional Design (IID)** Research and develop instructional content and pedagogy in order to apply learned skills to support and assess the attainment of learning outcomes for all students. (IL, SR)
- **Apply Disciplinary Competencies (ADC)** Demonstrate analytical skills and knowledge necessary to develop and implement effective and ethically informed content and pedagogy. (CE, IL)
- **Model Ethical Leadership (MEL)** Model servant leadership by supporting, collaborating, and sharing expertise within a diverse professional community. (CE, EL, RP)
- **Exercise Informed Reflection (EIR)** Implement a balanced approach to the analysis and development of the teaching and learning processes. (IL, RP)

- **Promote Active Learning (PAL)** Identify effective strategies for lifelong learning in a global and digital world, including shaping a personal learning network to support continuous professional growth in curriculum and instruction. (EC, CE)

## Admissions Criteria

- All Credential requirements completed
- 3.0 cumulative GPA for BA when entering prior to Credential coursework
- 3.0 cumulative GPA for BA and Credential when entering after Credential coursework
- Successful completion of student teaching

## Coursework

### Core Courses

		36 Units
Credential Coursework (Not counting EDUC 200, 204 & 301)		30
EDU 580	Education Research: Methods and Analysis	3
EDU 605	Capstone Project	3

### Electives

Select three (Selections vary by term)

		9 Units
EDU 520	Curriculum Design and Assessment (Prerequisite: Student Teaching)	3
EDU 524	Coping with Stress/Violence in Today's Classroom	3
EDU 542	School, Community, and Diverse Family Structures (Prerequisite: Student Teaching)	3
EDU 547	Brain-Based Teaching and Learning	3
EDUI 592	Assessment of Induction & Professional Development - Part I	3
EDUI 593	Assessment of Induction & Professional Development - Part II	3
EDU 595	Developing Character and Ethics (Prerequisite: Student Teaching)	3

## Examinations and Assessments

There are several examinations and assessments required of you on your journey to becoming a teacher. These are both state and federal requirements. Some of these you have already completed as part of your admission to Concordia's Credential program. An overview of each examination is given below.

### State and Federal Testing Requirements

#### Basic Skills Requirement

As of July 1, 2024, the State of California no longer requires Credential candidates to meet Basic Skills Requirements. A Bachelor's degree now fulfills the Basic Skills Requirement.

[https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667))

#### Subject Matter Competency Requirement

All teacher credential candidates in California must meet the Subject Matter Competency (SMR) requirement. See [this link](#) for all options for meeting this requirement per AB-130.

The list of [SMR options](#) is particularly helpful.

#### Multiple Subject

Subject matter for Multiple Subject students may be demonstrated in one of the following ways:

1. Completion of a CTC-approved Elementary Subject Matter program.
2. Passage of the Multiple Subject CSET examination. This exam consists of three subtests: Literature and History; Mathematics and Science; and Physical Education, Visual and Performing Arts, and Human Development. You may take one, two, or three subtests at any one sitting. For test descriptions, study materials, and practice tests, see [ctcexams.nesinc.com](http://ctcexams.nesinc.com) and select "CSET."
3. Completion of a Subject Matter Competency Evaluation of Bachelor's Degree coursework from a regionally accredited institution of higher education. This evaluation is completed by Concordia Irvine faculty.
  - The coursework must meet the 23 Domains of CSET Multiple Subject Subtests.
  - The coursework must have been completed with a grade of "C" or higher, "Pass", "Credit", or another designation deemed by the institution of higher education to be the equivalent of a grade of "C" or higher.
  - The coursework is degree-applicable to an Associate or higher degree and credit-bearing.
    - Remedial or professional development coursework is not acceptable.

4. Bachelor's (or higher) Degree from a regionally accredited institution of higher education in Liberal Studies, Liberal Arts, or Elementary Education
5. An academic degree major that includes all content areas noted in Ed Code 44282 as follows:
 

1. language studies	6. history
2. literature	7. arts
3. mathematics	8. physical education
4. science	9. human development
5. social studies	
6. Combination of a Subject Matter Competency Evaluation of coursework AND CSET Subtests passed.

### Single Subject

Subject matter for Single Subject students may be demonstrated in one of the following ways:

1. Completion of a CTC-approved Subject Matter program.
2. Passage of the Single Subject CSET examination. Single subject candidates take the CSET examination that aligns with their subject area. For instance, if you are planning to be a single subject history teacher, you will take the CSET social science examination. Each single subject exam is broken into subtests that can be taken individually, in pairs, or all at once.
3. Completion of a Subject Matter Competency Evaluation of Bachelor's Degree coursework from a regionally accredited institution of higher education. This evaluation is completed by Concordia Irvine faculty.
  - The coursework must meet the Domains of the CSET Single Subject Subtests
  - The coursework must have been completed with a grade of “C” or higher, “Pass”, “Credit”, or another designation deemed by the institution of higher education to be the equivalent of a grade of “C” or higher.
  - The coursework is degree-applicable to an Associate or higher degree and credit-bearing.
    - Remedial or professional development coursework is not acceptable.
4. Bachelor's (or higher) Degree from a regionally accredited institution of higher education in a major in one of the subject areas in which the Commission credentials candidates. See the [SMC options list](#) for a full list of acceptable majors for each credential.
5. Combination of a Subject Matter Competency Evaluation of Bachelor's Degree coursework AND CSET Subtests passed.

## EDSP

Subject matter for EDSP students may be demonstrated in one of the following ways. **See the [SMC options list](#) for a full list of acceptable majors for each credential.**

1. Bachelor's or higher degree from a regionally-accredited institution of higher education in any of the academic majors approved for use for the Multiple or Single Subject Credentials.
2. Completion of a Commission-approved Subject Matter Preparation Program for Multiple or Single Subject Credentials.
3. Coursework evaluation against SMC domains.
4. Passage of any CSET approved for use for the Multiple or Single Subject Credentials.
5. A combination of CSET and coursework evaluation.

### Testing at a Glance

Refer to the following chart for links to the various teacher exams, if you are required to take them. Please note that you may fulfill the Subject Matter Competency Requirement through other options listed above.

Special Education	Multiple Subject	Single Subject
CSET (California Subject Examinations for Teachers) <a href="http://ctcexams.nesinc.com">ctcexams.nesinc.com</a> and select "CSET."		
<i>Full passage of all CSET subtests <b>BEFORE the deadline in the Block II semester (April 1, November 1), which is the semester before Student Teaching.</b></i>		
CalTPA (California Teaching Performance Assessment) <a href="http://ctcpa.nesinc.com">ctcpa.nesinc.com</a>		
Instructional Cycle 1 and Cycle 2 are submitted during the student teaching semester.		

## CalTPA – California Teacher Performance Assessment

Due to potential revisions of the CalTPA, all areas are subject to change.

### Description

Credential candidates are required to complete a comprehensive performance assessment before recommendation for a California Teaching Credential. Concordia has adopted the 2018 *California Teacher Performance Assessment* (CalTPA & EDSP CalTPA). Hereafter, the various versions will collectively be called the CalTPA. This performance assessment measures aspects of the *Teacher Performance Expectations* (TPE) and reflects a beginning teacher's knowledge and ability before receiving a preliminary Credential.

*Instructional Cycle 1 focuses on learning about students and planning an engaging lesson for one class based on the assets and needs of your students, and monitoring student understanding during instruction. The lesson candidates design for this submission must focus on the mathematics content area for Multiple Subject and EDSP; for Single Subject, it is their designated subject matter.*

*Instructional Cycle 2 focuses on developing a learning segment that includes several purposefully connected lessons that occur over multiple days to develop student understanding. You will use several types of assessment, provide feedback, analyze and reflect on the student evidence. The lesson that candidates design for this submission must focus on the literacy content area for Multiple Subject and EDSP; for Single Subject, it is their designated subject matter.*

Teacher candidates submit the two CalTPA Instructional Cycles during the student teaching semester.

## **Implementation and Administration**

Concordia's CalTPA Faculty Lead and Coordinator are responsible for managing the administration process and documents in accordance with the requirements for the CalTPA. The CalTPA Faculty Lead also provides information to faculty and instructors on how to implement the CalTPA within the program and how to prepare candidates for the assessment. This may include learning about the two instructional cycles, rubrics, and TPEs to be demonstrated, as well as showing candidates how the coursework is linked to the CalTPA and how it is scored.

Candidates are placed in districts and schools that have a recording policy in place. The candidates will obtain and follow the district/school recording policy. They will submit appropriate permission from the parents/guardians/families of students, as well as from adults who appear in the video clips, in one of two forms. 1. A general release from parents at the start of the school year. 2. Obtain permission following any policies the district or school may have in place. Signed permission slips from parents/guardians of the students in the classroom. Candidates are required to provide a copy (copies) of the permission form used for their video clips and submit it to the university. Individual permission slips must include the parent's or guardian's signature when agreeing or disagreeing to record their child. Candidates will be directed on where to submit their permission form copies. The university will retain the permission documentation in case it is needed later to clarify any questions about a candidate's submission.

The CalTPA Coordinator will receive the scoring results and access individual candidate scores, aggregated program data, and statewide data via Pearson's reporting system. The data will be retained to track candidate performance over time, for program improvement purposes, Commission reporting, and accreditation.

## CalTPA Platform

The California Commission on Teacher Credentialing (CTC) has contracted with Pearson Education to centralize scoring for the CalTPA similar to the CBEST and CSETs. Concordia will be participating in the centralized scoring option.

Pearson Evaluation Systems offers an online submission system for the CalTPA, featuring an integrated video annotation tool. Candidates will upload prepared written evidence and video clips to the system, and then annotate their video clips within the system. Candidates are responsible for registering by the required registration date.

Candidates prepare for completing the CalTPA, as well as submission requirements, during the TPA Practicum EDUC/EDSP 480/481, and are at the finish line when they reach student teaching. During the student teaching semester, candidates receive support from the CalTPA Faculty Lead, their Cooperating Teacher, and University Supervisor. Candidates should begin working on completing the CalTPAs as soon as they begin their student teaching assignment.

Candidates should plan for one or two submission attempts for Cycle 1 and Cycle 2 during student teaching. Concordia's CalTPA Coordinator assigns the Pearson due dates, which typically fall during the 5th and 10th weeks of student teaching. All candidates must submit both CalTPA \cycles on or before their scheduled due dates. This allows them to focus on student teaching, resubmit if they receive a non-passing score, and receive their scores prior to the end of student teaching.

During the student teaching assignment, candidates who are not successful in passing one or both of the CalTPA cycles will have the opportunity to resubmit at least once.

## Candidate Preparation and Support

Teacher Performance Expectations (TPEs) are embedded throughout the credential coursework and field experience activities to prepare candidates to be effective classroom teachers and complete the CalTPA. As the candidates demonstrate TPE competency during the credential courses, instructors provide feedback on formative assessments and experiences as candidates complete the credential coursework and prepare for the CalTPA.

Candidates begin preparing for this assessment in EDUC/EDSP 204, Introduction to Teaching Diverse Populations, and continue throughout the program's coursework. The competencies candidates must demonstrate in the CalTPA are embedded in the program sequence and content coursework. Candidates are well aware of and prepared for all the elements before attempting to complete the CalTPA during student teaching. Many of the course assignments will incorporate elements of the CalTPA, as well as the TPEs, within the assignment.

The *TPA Practicum, EDUC/EDSP 480/481*, prepares candidates to complete the two CalTPA Instructional Cycles. During the seminar, the candidates are provided with the CalTPA Assessment Guides for the two cycles. Candidates will develop a deeper understanding of the “Plan, Teach & Assess, Reflect, Apply” teaching cycle and how to meet the needs of diverse learners. During the *TPA Practicum*

480/481 course, candidates will read and discuss the CalTPA templates, complete required tasks directly linked to the CalTPA templates and scoring rubrics, and use the scoring rubrics to score assignments. Candidates will learn the passing score standards. The activities and assignments are directly linked to prepare for the various aspects of the CalTPA, for example: learning about three focus students, planning and providing instruction for the whole class, and providing adaptations for focus students, etc. Candidates will also review and practice elements of the Teacher Performance Expectations (TPEs). These elements are to be demonstrated throughout the two CalTPA Instructional Cycles.

## Additional Support and Attempts

### Step 1: Non-passing of CalTPA during Student Teaching

Candidates who are unsuccessful in passing one or both CalTPA cycles during student teaching will contact the CalTPA Faculty Lead for the next steps. Candidates may receive guidance from the TPA Faculty Lead in revising their submission. If the candidate does not pass after a second attempt, the TPA Faculty Lead will evaluate the submission to determine if it meets the criteria for Secondary Passing Standard. If the candidate meets the criteria, the TPA Faculty Lead will work with the candidate to gather the necessary evidence to complete the application. If the candidate does not meet the criteria for Secondary Passing Standard, or if the candidate meets the criteria but is not currently enrolled in the program, the candidate may be required to enroll and pay the fees for EDUC/EDSP 485/585 CalTPA Field Experience Extension course. After discussing next steps with the CalTPA Faculty Lead, candidates should contact their advisor to register for this course. During this course, the candidate will be assigned to a field experience placement by the Field Experience Coordinator. All placements will be in Orange County. During this placement, the candidate will complete one submission for one or both CalTPA cycles.

### Step 2: Non-passing of CalTPA during EDUC/EDSP 485/585

A candidate must submit one or both CalTPA Cycles during EDUC/EDSP 485/585 to receive a passing grade for the course. If a candidate is unsuccessful in passing the CalTPA during the EDUC/EDSP 485/585 course, the candidate will contact the CalTPA Faculty Lead for next steps. The CalTPA Faculty Lead and the credential team will meet to determine what assistance will prepare the candidate to successfully pass CalTPA. The candidate will be required to repeat EDUC/EDSP 485/585. The candidate will be required to participate in remediation, either individually or by attending one to two seminars, as determined by the CalTPA Faculty Lead. Candidates must provide a copy of their CalTPA submission ten days prior to meeting for remediation to allow the CalTPA Faculty Lead time to prepare. The candidate may be required to complete additional coursework, as determined by the CalTPA Faculty Lead and credential team.

While repeating EDUC/EDSP 485/585, the candidate will be allowed one more submission for one or both CalTPA cycles in an effort to pass. **The candidate must pass both CalTPA cycles within 12**

**months from the last day of their student teaching semester.** Candidates who are unable to successfully pass the CalTPA have not met all credential requirements and will not be recommended for a preliminary teaching credential.

During the *TPA Practicum, EDUC/EDSP 480/481* course, the CalTPA Faculty Lead and Coordinator will make available materials regarding the CalTPA platform, registration, submission of the CalTPA s, and uploading candidate responses.

**Candidates are expected to pay for all CalTPA submissions  
and the additional credit units/fees required for this remediating work.**

## Filing for a California Teaching Credential

### Application

To file for the preliminary credential, the candidate must make a formal application for the credential to the Commission on Teacher Credentialing through Concordia's Credential Analyst. Candidates will be given application information at a seminar conducted during the Student Teaching semester. When all items are completed, you are ready to file. The following items are required to file for your preliminary credential and should be submitted to the Credential Analyst:

- Credential Application Request Form. You must have an active, valid email address to file for your credential.
- Certificate of Clearance – This was completed during the admission process. The credential analyst will verify that it is current and valid.
- Subject Matter Competency requirement verified as met per the options provided by AB- 130.
- US Constitution Requirement – Provide an official transcript or certificate verifying having completed a college-level course with a C or higher or examination on the US Constitution. You may have fulfilled this requirement in your undergraduate coursework. If you did not have a US Constitution course, you may fulfill this requirement by taking a US Constitution workshop culminating in the passage of an examination. Completion of Advanced Placement (AP) Government or AP US History with a score of 3 or higher, listed on an official college/university transcript, also fulfills this requirement. Local universities and colleges offer workshops on the US Constitution.
- Level I Technology Requirement – Candidates fulfill this requirement by completing *EDUC 200: The Teacher and Technology*.
- Official University/College Transcripts – Original transcripts must be submitted for any courses taken after admittance into Concordia's Credential program. This also includes an official Concordia transcript showing completion of the teacher credential program.
- CPR Certification (Infant, Child, and Adult) - Candidates must hold a current child, infant, and adult CPR certificate from a “face-to-face,” online, or hybrid course. Provide the original Verification of Completion card.

- ❑ Passage of both Cycles of the CalTPA (MS & SS) or EdSp CalTPA (SPED) - Candidates must submit their passing scores to the Credential Analyst.

After submitting all credential requirements to the Credential Analyst, your application will be submitted online to the Commission on Teacher Credentialing. Allow at least two weeks for processing time. When the application is submitted, you will receive an email from the CTC immediately, containing instructions on completing the application process and paying the fee. You should check your email and spam folders regularly after submitting all paperwork.

*Per CTC requirements, credential recommendations are provided solely by persons who are currently employed by Concordia University Irvine and are designated as a credential analyst.*

### **California Clear Credential**

After you obtain your Preliminary credential, you are eligible to be employed as a teacher. Once employed by a California school district, you will typically complete a two-year Induction program through the school district to fulfill requirements for the Clear Credential. Should your school district not provide a program, you may clear your credential through Concordia's Induction program. See this handbook for further information. Upon completion of your Induction program, your school district will recommend you for your *Professional Clear Credential*.

### **Renewing Your California Credential**

You will renew your credential every five years. This is done directly to the Commission on Teacher Credentialing. Refer to the Commission website for specific information. [ctc.ca.gov](http://ctc.ca.gov)

## Field Experience

A credential program is much more than face-to-face coursework. Candidates must observe and participate in the teaching process. Concordia has designed field experiences to help you gain hands-on experience in teaching. These experiences begin with observation hours and culminate in full-time student teaching under the supervision of a cooperating teacher and a university supervisor. Field experiences for the teacher credential programs are detailed below. All coursework must be completed with a B- or better. Informal field experiences may also be required in other credential classes.

Some districts and schools may require fingerprinting and background verification through their respective district offices. This is separate from the Certificate of Clearance that has already been completed for the CTC. They may also require a more recent TB test. If a candidate is placed in such a district or school, the candidate will incur the cost of this additional safety measure to follow the district or school protocol.

### EDUC/EDSP 204 Introduction to Teaching Diverse Populations

Candidates complete 20 clock hours of field experience observation in EDUC/EDSP 204, *Introduction to Teaching Diverse Populations*. These are structured and focused field experience hours. Candidates are placed in a specific classroom in a local school and will complete assignments, observations, and a journal. Field experiences in EDUC/EDSP 204 must be consistent with the general grade level and the subject content area in which the student will student teach and then be credentialed. Multiple subject students will participate in elementary field experiences. Single subject students will have field experience in middle or high school in the same subject area in which they are cleared for student teaching. Education Specialist students will be placed in a setting that meets the requirements of an EDSP: Mild/Moderate program. A **positive recommendation** from the cooperating teacher, successful completion of all assignments, and a **grade no lower than B-** are requirements for successful passage of this introductory course. **All course requirements must be met by the end of the semester. Students will not be able to progress in the credential program until these criteria have been met.**

### EDUC/EDSP 580/581 TPA Practicum: Field Experience

The *TPA Practicum* is a seminar with field experience completed the semester before being placed into full-time student teaching. Students will complete 40 clock hours of structured field experience, where they will begin designing and delivering instruction to small groups of students. Successful completion of this course requires a **positive recommendation** from the cooperating teacher, successful completion of all assignments, and a course **grade of at least a B-**. **All course requirements must be met by the end of the semester. Students will not be able to progress in the credential program until these criteria have been met.**

**Due to CalTPA revisions, EDUC/EDSP 580/581 course content is subject to change.**

## Policies, Procedures, and Requirements

### Field Placements

Concordia University's Field Experience Office assigns all field experience placements. The university has developed partnerships with local districts and schools that meet the state requirements and want to host Concordia candidates. Candidates are assigned to these local districts and schools. The districts and schools require the university to initiate field placements. Students are not to call schools/school districts on their own prior to being specifically assigned. This goes against district/school policies and could result in Concordia candidates not being accepted there.

Field experience candidates will not be placed in a school where a relative is employed or attends as a student. Candidates will not be placed in a school where they are employed. Candidates pursuing a Lutheran Teacher certificate will be assigned to a public school.

Every effort is made to secure field experience placements within the first 6 weeks of the semester. Candidates may need to drive a distance, as placements are found within Orange County.

Within two weeks of receiving their field experience placement, candidates must contact the "Initial Contact" (school administrator or teacher) to arrange an initial meeting to determine their specific schedule of classroom hours. Any delay in making this initial contact could result in the loss of that field experience assignment. After attempting to make contact via email or phone for more than two days and following the steps outlined in the Field Experience Handbook without success, contact the field experience coordinator for further guidance. Do not wait more than a week for the cooperating teacher to respond.

### Certificate of Clearance

Credential students are required to obtain fingerprint clearance before being placed in a classroom. This clearance is part of the admissions process, and the Graduate Admissions Counselor will provide candidates with the necessary information. Students will be allowed to enroll in courses once the Graduate Admissions Counselor receives a copy of their permit to substitute teach or a Certificate of Clearance.

### Health Clearance

Verification of a negative Tuberculin Test (TB Test) is required for all field experience and student teaching placements. This test must be current for the duration of the placement. The Health Clearance requirement must be met no later than the end of the first week of the semester in which you are enrolled in the EDUC/EDSP 204 or EDUC/EDSP 580/581 Field Experience course.

- If the TB test is conducted at the Concordia Irvine Wellness Center, simply request that a Health Clearance be sent to the School of Education.
- If the TB test or chest x-ray is done off-campus, send the results to [education@cui.edu](mailto:education@cui.edu)
- TB tests are valid for four years.

- Acceptable forms are TB skin test, lab blood test or chest x-ray.
  - A TB risk assessment form is not acceptable.

### Verification of Cross-cultural and English Learner Classrooms

The California Commission on Teacher Credentialing requires teacher candidates to be prepared to teach cross-cultural and English learners in a classroom setting. At least one of your field experiences in EDUC/EDSP 204 or EDUC/EDSP 580/581 must be in a diverse classroom setting typical of California public schools with a qualified teacher who has had the appropriate training. In some single subject areas, such as PE, it may not be possible to find a sheltered class in those areas that qualifies for ELL/ELD. In these cases, the field experience may be completed in a qualified ELL/ELD classroom.

The elementary *Student Teaching* assignment must be in a classroom where a minimum of 25 percent of the student population is ethnically different from the student teacher. At the secondary level, one class period must have at least 25 percent of the student population who are ethnically different from the student teacher.

To verify the proper classroom placements and the appropriate training of the classroom teacher, students must have their supervising field experience teachers complete parts I, II, and III of the *Field Experience Contract Form* and sign the contract at the initial meeting. It is essential that this form be submitted to Canvas within two weeks of receiving the field experience placement to verify that the placement fulfills state requirements. Students who delay submitting this form are at risk of having to repeat the field experience.

### Clinical Practice Criteria

In an effort to provide field experience and student teaching placements that will give our candidates opportunities to teach to the full range of learners in California, as expected by the California Commission on Teacher Credentialing, our program uses the following guidelines when securing placements:

- At least one field experience placement will have English Language Learners in the classroom.
- The student teaching placement will have English Language Learners in the classroom.
- At least one placement will have a student with identified special needs.
- At least one placement will be in a school setting that is at least 15% socioeconomically disadvantaged.
- All placements will have a qualified administrator.
- All placements will have a qualified mentor teacher recommended by the district or principal, who must have three years of teaching experience and a CA clear credential in the subject area/credential area being taught.
- The student teaching placement will meet the cross-cultural criteria. At least 25% of the students will be of a different ethnic background from the student teacher.
- Candidates will be placed in a variety of districts and schools in both field work and student teaching, so they will experience the full range of learners in California schools, including ethnic, language, and socio-economic diversity.

Field experiences and student teacher placements occur in each section of the program, providing candidates with an opportunity to experience the breadth of the school year.

### **Grade Levels**

It is important that all field experiences align with the candidate's credential program. Multiple subject (elementary) candidates must complete their field experience in a multiple subject elementary school setting. Single subject (secondary) candidates will complete their field experience at the middle school or high school level in their credential subject area. Education Specialist candidates will complete their field experience in a placement that meets the requirements for a program serving individuals with mild to moderate support needs.

### **Breadth of School Year**

A candidate in the credential program must have classroom experience during the breadth of a school year. This may take place in EDUC/EDSP 204, 580/581, and/or Student Teaching. If these regular assignments do not cover the breadth of the school year, the student will need to arrange to complete additional field experience to fulfill this requirement.

### **Dismissal from Field Placement**

Candidates who are dismissed from their field placement by the cooperating school's principal, school placement director, cooperating teacher, or Concordia's Field Experience Coordinator will not be given another placement during the semester. The student must withdraw from the course, repeat it, and then complete the field experience. *Please note: EDUC/EDSP 580/581 is not offered during Summer sessions. This course and field experience can only be repeated in the Fall and Spring semesters.*

# Student Teaching

## A Team Approach

During student teaching, you are one member of a team. You will be working closely with your cooperating teachers, other school site personnel, and your university supervisor. At the same time, it is important to remember that the university supervisor and the mentor teacher are authority figures.

## Student Teaching Duration

Student Teaching is offered in the Fall and Spring semesters.

Student teaching responsibility is a full-day experience spanning a full public school semester, approximately 18 weeks. Fall student teaching will end in mid-December to mid-January, and Spring student teaching will end in mid-May to mid-June. Student teaching does not align with the university's academic calendar. Student teaching will conform to the individual school calendar rather than the university's calendar. This includes the beginning and ending dates, holidays, breaks between semesters, and other scheduled breaks.

## Grade Levels

Multiple subject (elementary) student teachers will participate in the full elementary school day. Between field experiences and student teaching, candidates will gain experience in at least two grade levels.

Single subject (secondary) student teachers typically participate in five teaching periods with at least two different courses within the subject area taught at different grade levels. Any exceptions made will be in accordance with the prevailing standards of the Commission on Teacher Credentialing.

Special Education candidates are required to experience the full diversity of grades/ages, federal disability categories, and the continuum of special education services authorized in the Education Specialist: Mild-Moderate Support Needs Credential. This means that throughout the student teaching semester, candidates will work with several different age groups, service delivery models, and experience the full range of mild-moderate disabilities, including students identified with specific learning disabilities, mild-moderate intellectual disabilities, other health impairments, traumatic brain injury, emotional disturbance, and autism spectrum disorder.

## Student Teaching Assignments - Placement

Student teaching assignments are determined solely by the Director of Student Teaching in consultation with the student, school, and district administrators. Many factors play into a placement. Whenever possible, reasonable and appropriate requests from the student teacher are considered. Student teachers, however, must realize that it is not always possible to honor requests.

Student teaching takes place in districts with which Concordia has a Memorandum of Understanding. These include most Orange County districts.

All student teacher placements must be within Orange County, California.

Student teachers will not be placed in a school where a relative is employed or attends as a student. Student teachers will not be placed at a school where they are employed as an aide.

Some districts and schools may require fingerprinting and background verification through their respective district offices. This is separate from the Certificate of Clearance that has already been completed for the CTC. They may also require a more recent TB test. If a candidate is placed in such a district or school, the candidate will incur the cost of this additional safety measure to follow the district or school protocol.

Candidates pursuing a Lutheran Teaching certificate will not be assigned to a school operated by a congregation where the student holds membership unless, in the judgment of the Director of Student Teaching, no other arrangement is practical (e.g., in the case of a parochial school teacher student teaching as a “Teacher of Record”). Exceptions may be made in cases where no acceptable and practical Lutheran school assignment can be arranged (e.g., at the high school level due to the availability of Lutheran high school assignments) and the student has a strong Lutheran school background in their educational history.

## Student Teaching Admission & Enrollment Requirements

### Applying

Candidates should apply for student teaching during their Block II coursework. **Completion of coursework does not automatically guarantee admission to Student Teaching.** To be eligible for Student Teaching, students must meet all of the following criteria:

### Admission Criteria

- Submission of the Student Teaching Application Form.  
(Due September 1 for Spring semester; February 1 for Fall semester)
- Successful completion of all credential coursework and related field experiences by the end of the semester. *No Incompletes* will be accepted.
- Minimum 3.0 GPA with no grades of C, D, F, Pass, Credit, or Incomplete in program courses.
- Minimum grade of B- in all credential coursework and a positive evaluation from the cooperating teacher in EDUC/EDSP 204.
- Successful completion of TPA Practicum, EDUC/EDSP 580/581, with a B- or better and a positive evaluation from the cooperating teacher.
- Fulfillment of the Subject Matter Competency requirement per AB-130 through any allowed options: CTC-approved subject matter preparation program or Bachelor’s degree major, coursework evaluation, passage of the appropriate CSET examination, or a combination of the coursework evaluation and CSET subtests.

- Certificate of Clearance.
- Current TB Test verification.
- Approval of the School of Education dean and faculty.
- Successful interview with the Director of Student Teaching.

### Application Deadlines

Applications for Spring student teaching are due **September 1**. Applications for Fall student teaching are due **February 1**. It is essential to apply by these deadlines, as submitting the student application form initiates a lengthy process. Student teaching applications are found in the EDUC/EDSP 580/581 Canvas shell.

### Acceptance/Denial Procedures

After you have submitted all documentation needed to verify admission criteria to the credential analyst, your name will be submitted to the School of Education faculty for approval.

Your review will be on the basis of the data submitted to the Education Office and on the basis of the professional judgments of faculty members who have worked with you in your coursework or have otherwise become acquainted with you.

If you are approved for student teaching, your application will be reviewed by the Director of the Teacher Credential Program and the Credential Analyst and then forwarded to the Student Teaching Office. The candidate will then receive notification from the Student Teaching Office requesting that you schedule a student teaching placement interview with the Director of Student Teaching.

**You may be denied approval for student teaching** if found to have any of the following: an unconfirmed identity; a criminal record; inadequate qualifications; behavioral or personality disorders; addiction to alcohol, narcotics, or other addictive substances; or any other condition not specified above that is adjudged to render you unfit for working with children.

**You may also be denied admission to student teaching** if you have demonstrated inappropriate professional behaviors during the professional education program. A student teaching assignment may also be denied in cases where the director of student teaching, following the interview, has substantive cause to believe that placing you in a classroom will have an unacceptable and negative effect on students and/or faculty at a prospective student teaching site. The director's recommendation for denial will be presented for review to the School of Education faculty.

### Termination of Student Teaching

You, the University, or the assigned school may terminate student teaching. The University will remove a student teacher if, at any time in that experience, it is determined by the Director of Student Teaching, after consultation with the University Supervisor and the Cooperating Teacher, that continuation of the experience will adversely affect the classroom students or school program.

This will happen if the student teacher, even after receiving additional support, guidance, and appropriate time, is unable to function as a sufficiently competent classroom manager and instructor to the extent that the classroom students' learning is adversely impacted.

Student teaching will also be terminated if the student teacher has demonstrated inappropriate moral and ethical character traits and/or has engaged in behavior that is unacceptable for a person aspiring to enter the teaching profession. A detailed description of the termination policy and appeals procedure is found in the *Student Teaching Handbook*.

## Repeating Student Teaching

A student teacher who is unsuccessful (terminated by the university or school, withdraws, or earns a grade below a B- in a student teaching assignment) may appeal for a second opportunity to complete that experience in a new semester. Decisions as to whether to permit such an opportunity will be made on a case-by-case basis. A student may be required to complete additional coursework, undertake additional pre-student teaching field experience, attend counseling sessions, or engage in additional corrective options to promote a successful student teaching experience. The Dean of the School of Education must approve the appeal to repeat student teaching, the proposed corrective measures, and the proposed time frame for completion.

Please note that if allowed to pursue another student teaching assignment, the candidate must enroll in the student teaching semester and pay the required tuition and fees.

## Postponing Student Teaching

It is **not** recommended to postpone student teaching more than one semester after completing EDUC/EDSP 580/581. If you postpone more than one semester, you may be required to repeat the coursework. Readmittance to the program is also required.

## Lutheran Teacher Student Teaching

Student teachers pursuing a Lutheran Teaching Certificate (LTC) must successfully complete one assignment in a public school and one in a school operated by a congregation, or association of congregations, of The Lutheran Church Missouri Synod. Exceptions may be made in cases where no acceptable and practical Lutheran school assignment can be arranged (e.g., at the high school level due to the availability of Lutheran high school assignments) and the student has a strong Lutheran school background in their educational history. All Lutheran school placements must be WASC-accredited, and the cooperating teacher must hold a valid California credential with a minimum of three years of teaching experience.

## Teacher of Record

Some student teachers enter the student teaching experience with an emergency certificate and are already employed as full-time teachers in a public school. In this situation, the student teacher is defined as “Teacher of Record” (TOR). Teachers of Record must still complete all of the requirements of the traditional student teacher program to obtain a preliminary or clear credential. Teachers of Record must be under contract with the school district to teach full-time for the duration of the student teaching placement.

Teachers of Record should meet with their school administrators and inform them of the student teaching requirements, then request that a cooperating teacher be assigned to supervise the student teaching experience. The administrator must agree to offer release time for the cooperating teacher to conduct lesson observations and additional support for the student teacher as needed. The Director of Student Teaching, or a designee, will also contact the administrators and ensure that the assignment meets the requirements of Concordia’s program.

- All Teacher of Record placements must be in Orange County, California
- All Teacher of Record placements must meet all requirements of the university and the Commission on Teacher Credentialing.
- Teacher of Record placements are not guaranteed and are approved by the Director of Student Teaching.

Teachers of Record will be allowed to complete their student teaching experience in their own classrooms if the following conditions are met:

- The placement must be in a grade level and subject area that meets the requirements of the candidate's credential program.
- The cooperating teacher must hold a current Clear California Credential in the appropriate level and subject area and have a minimum of three years of teaching experience.
- If a public school, the cooperating teacher must hold an appropriate ELL authorization.
- The school site must have a qualified administrator.
- The placement/classroom must have at least two English Language Learners and one student with special needs. This is essential to complete CalTPA Cycle 1 and CalTPA Cycle 2.
- The student teacher must complete at least 80 days of full-time student teaching in their class.

To satisfy the state requirement of student teaching in more than one grade level category, the Teacher of Record must complete at least one of the following options in an alternate level:

- Field Work experience of at least 40 hours through EDUC/EDSP 204 and/or EDUC/EDSP 580/581.
- Long-term substitute teaching prior to Student Teaching Placement (must be in the same classroom for at least a four-week period while the student is fully enrolled in Concordia University’s Credential Program)
- A minimum of 30 hours of classroom observation during an “off-track” period

## Teacher of Record in a non-public school

By state requirement, all student teachers are required to spend approximately half of their student teaching in a public school. Students contracted with a non-public school may complete half of their student teaching placement in their own classroom, provided the placement is in the grade level and subject area for the credential program of the candidate. Non-public schools must be WASC-accredited to be used for student teaching. Teachers of Record in a non-public school must meet all requirements previously listed.

## Serving as a Substitute Teacher

Many school districts will allow student teachers who are registered as substitute teachers in that district to be considered the substitute only for the cooperating teacher if he/she is absent on any days during the student teaching experience. The student teacher is only allowed to substitute after the first two weeks of the assignment. In that situation, the student teacher will receive substitute teacher pay for those days. It is recommended that the student teacher substitute no more than 4-5 days in a semester.

## Non-Standard Assignments

The Commission on Teacher Credentialing requires that elementary Multiple Subject Credential candidates experience a typical classroom setting for student teaching. Assignments in non-standard classrooms (i.e., court or probation schools, county alternative schools) are allowed when the classroom setting meets the state requirements for the credential you are seeking. Decisions for such placement are at the discretion of the Director of Student Teaching. Secondary placement in such schools may be considered if all student teaching criteria (as outlined by the University and the State of California) can be met.

## Expectations for Successful Completion of Student Teaching

- Fulfill all program requirements as stipulated in the current *Student Teaching Handbook*.
- Submit both CalTPA Cycles during student teaching.
- Submit all required paperwork to Canvas within two weeks of completing student teaching.
- Receive grades of **B- or better** in each assignment.

## Professionalism

A major responsibility entrusted to Concordia University by the Commission on Teaching Credentialing is to systematically evaluate candidates to assure the state that only competent candidates suitable for the profession are recommended for a California Teaching Credential. Students, parents, and the community expect professionalism. Therefore, all aspects of a candidate's life may impact competence, performance, and suitability for teaching. Concordia only recommends those candidates who successfully complete coursework and display professional behavior.

Teacher candidates are expected to exhibit the professional behavior that will be required of them when they enter their classrooms. The university classroom becomes a model of the candidate's soon-to-be classroom. Concordia University strives to create and maintain a **culture of respect** for all students, staff, and professors. It is expected that all students, staff, and faculty will communicate with each other with a high level of respect and honor in all forms of communication, including nonverbal, written, and oral interactions.

When working in education settings, **professional attire** is required. This means when you are making a presentation in class, participating in field experience, or student teaching, you should dress in a professionally appropriate manner. Business or business casual attire, representative of your professional career, is expected. Appropriate dress for males would be a shirt, tie, and dress slacks – or, if permissible by your facility, a polo shirt and slacks. Appropriate attire for females includes knee-length (or longer) dresses or skirts, or dress slacks and blouses. Shorts are not appropriate. Exposure of the abdomen or chest due to low-cut blouses or pants is not appropriate.

### Expectations

A professional is punctual –

- Meets attendance expectations for each credential course.
- Arrives at class on time and stays for the entire class period.
- Reports to each assigned field experience period on time and remains for the entire assigned period.
- Arrives on time for scheduled advising appointments.
- Arrives on time to all credential meetings or field experience school site meetings.
- Notifies instructors, field experience supervisors, and advisors if late or cannot make a scheduled class or appointment.

A professional is prepared –

- Comes to class prepared with all required texts/materials, and all readings and assignments have been completed.
- Comes to advising/financial aid appointments prepared with appropriate completed forms.
- Submits lesson plans to the mentor teacher on time (at least 24 hours ahead).
- Lessons and materials are ready to go before teaching in field experience. (Nothing is more problematic than standing in front of students unprepared.)

- Turns in required forms and applications complete and on time to the appropriate University office (Admissions, Field Experience, Financial Aid, Education).
- Notifies instructors, field experience supervisors, and advisors if late or cannot make a scheduled class or appointment.

A professional establishes effective collegial relationships –

- Nurtures a collaborative spirit with peers, instructors, supervisors, university personnel, school site personnel, and students. The profession of teaching is a collaborative effort.
- Shares equally and in a timely manner in group responsibilities and assignments.
- Respects the ideas of others and their approaches to representing them.
- Makes positive and supportive comments regarding peers, instructors, and supervisors.
- If constructive criticism is warranted, the professional addresses the peer, instructor, or university staff involved first before discussing the issue with anyone else. If the issue is not resolved, the professional addresses it with the proper university dean or director.
- Maintains confidentiality.

A professional communicates effectively –

- Uses appropriate language in all oral and written communication.
- Credits others for their work (avoiding plagiarism issues).
- Submits written work that is professional, grammatically correct, and clearly written.
- Responds promptly to phone calls, email, or memos from instructors, university personnel, field experience constituents (university supervisors, mentor teachers, school site administrators, students, and parents).

A professional dresses for success –

- Follows and respects the accepted dress code of field experience sites.
- Realizes professional dress is not synonymous with the latest fashion trends. *Remember: It is not the hip brand rep of the popular fashion stores that will be hiring you for your first teaching job, but the conservative principal.*

A professional strives for excellence –

- Commits to self-improvement. A teacher is a lifelong learner.
- Goes beyond the expected and the ordinary – this is what teachers do on a daily basis.
- Responds with a positive and open attitude to constructive criticism. As a future educator, you will spend your career giving and receiving feedback.

A professional respects the teaching profession –

- Demonstrates the attitude that *all students can learn*.
- Views oneself as a practicing professional in the field and acts accordingly.
- Promotes the teaching profession within the University, school, and local communities.

- Notifies instructors, field experience supervisors, and advisors if late or cannot make a scheduled class or appointment.

## Dress for Success

Professional dress is required **at all times when a candidate is on a school site**. It is always best to err on the conservative side until you clearly understand the dress code at the school site where you are conducting your field experience. We offer these suggestions:

For Women		
Appropriate	Things to avoid	
<ul style="list-style-type: none"> <li>• Dress pants</li> <li>• Jeans (no rips)</li> <li>• Shirts &amp; blouses</li> <li>• Sweaters or jackets</li> <li>• Dresses</li> <li>• Skirts</li> <li>• Medium heels</li> <li>• Flats</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts (except for PE)</li> <li>• Skirts shorter than 2” above the knee</li> <li>• See-through clothing</li> <li>• Shirts that show the midriff</li> <li>• Low necklines</li> <li>• Bare backs</li> <li>• T-shirts or sweatshirts (except on spirit days)</li> </ul>	<ul style="list-style-type: none"> <li>• Active wear (except for PE)</li> <li>• Flip-flops,</li> <li>• Excessive makeup</li> <li>• Extreme hair dye</li> <li>• Excessive piercings</li> <li>• Vulgar tattoos (cover if necessary)</li> <li>• Hats (in the classroom)</li> </ul>

For Men		
<ul style="list-style-type: none"> <li>• Dress pants or business casual pants</li> <li>• Jeans (no rips)</li> <li>• Sweaters or jackets</li> <li>• Closed-toe shoes</li> <li>• Collared shirt</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts (except for PE)</li> <li>• See-through clothing</li> <li>• Shirts that show the midriff</li> <li>• T-shirts or sweatshirts (except on spirit days)</li> <li>• Active wear (except for PE)</li> <li>• Flip-flops</li> </ul>	<ul style="list-style-type: none"> <li>• Excessive makeup</li> <li>• Extreme hair dye</li> <li>• Excessive piercings</li> <li>• Vulgar tattoos (cover if necessary)</li> <li>• Hats (in the classroom)</li> </ul>

## Social Media/Cell Phone Use

Our Teacher Credential Program strives to prepare candidates who are leaders in the field of education and are prepared to be both professional and positive role models in school communities.

We strive to adhere to the policies and guidelines of our partnering school districts. Therefore, Concordia University Teacher Credential Candidates will not post any content on the internet/social media that pertains to their field experience assignment or student teaching assignment. This includes, but is not limited to, any information regarding the school setting/ faculty/staff/ students/student work/photos/activities or anecdotal stories connected with their field work or student teaching. This will protect both the credential candidate and the school from unwittingly compromising their professional integrity and/or being disruptive to school site activities and personnel.

We also expect Teacher Credential Candidates to refrain from using their cell phone for personal use while in field experience or student teaching, as your full attention should be directed toward supporting the students and cooperating teacher in the school setting. We encourage candidates to take handwritten observational notes, rather than typing into a device, which may be misinterpreted as simply being on the phone for personal use.

We encourage our candidates to be aware of the social media and technology policies in local school districts and to develop an understanding of how they can use these tools in a way that positively impacts the educational experience of students and supports a professional, encouraging online presence.

## Corrective Procedures

1. In most cases, faculty or staff will counsel students whose conduct does not exhibit professionalism.
2. If the conduct does not improve, is blatant, or occurs in several settings, the student will be referred to the Program Director, Assistant Dean, or Dean of the School of Education.
3. At this time, the director/dean will meet with the student to discuss the reported behavior.
4. The director/dean and student will develop a *Plan for Professional Development*, and the student will be placed on probationary status.

**A student must resolve all probationary issues before advancing in the program.**

**If the probationary status is not remedied, the student will be dropped from the program.**

# Policies

## Academic Honesty

Refer to the [Concordia University Irvine Catalog](#) for academic honesty, /academic standing, and student grievances information.

## Probationary Status

A student is classified on probation if he/she does not maintain the appropriate GPA in the Credential Program, receives a C, D, or F in a credential course, or demonstrates behavior unfitting for the profession.

A student must resolve all probationary issues before advancing in the program. If the probationary status is not remedied, the student will be dismissed from the program.

### Field Experience

Other reasons that may move a student to probationary status include unacceptable performance in a field experience, issues related to moral or ethical character, behavior unbefitting a teacher, or other conditions or a combination of conditions that cause substantive reason to question the student's fit for the teaching profession. (Preliminary Teacher Credential Program Policy)

Candidates who are dismissed from their field placement by the cooperating school's principal, school placement director, cooperating teacher, or Concordia's Director of Field Experience Placement will not be given another placement during the semester. The student must withdraw from the course, repeat it, and then complete the field experience. (Preliminary Teacher Credential Program Policy)

## Appeal Process

### General Appeals

For all issues relating to Teacher Credential Program Policies, the following summarizes procedures for a grievance appeal. Appeals are requested in writing and must first be addressed to the person or office directly involved. If the student does not feel the issue is satisfactorily resolved, he/she may file a formal written appeal with the Dean of the School of Education. The appeal should include a rationale explaining why the decision in question should be reconsidered. The Dean will render a decision within seven days or call for an Appeal Committee to be convened. A student may appeal a Dean's decision and request a formal appeal hearing. **The Appeal Committee's decision is final.** (Preliminary Teacher Credential Program Policy)

## Attendance (School of Education)

In TCP classes, the time is spent on discussions, modeling of best practices, group work, and other hands-on learning experiences. These valuable lessons cannot be learned just by reading the textbook or someone else's notes. Therefore, students are expected to attend the in-person and online synchronous sessions as listed in the course syllabus and master course schedule.

### 16-week course

Attendance at each session is expected. **Each absence from a synchronous session will result in a deduction of up to 7% from the final course grade. TCP students must earn at least a B- (80%) to pass a class and an overall GPA of 2.9 to continue in the program, so not all grades can be B-.**

Therefore, missing too many class sessions could result in an insufficient grade and dismissal from the program. Students are expected to be present for the entire class period. Three tardies equals one absence. Early departure may be classified as a tardy or absence. Students are expected to notify their instructor of planned absences in advance and unplanned absences, due to sickness or emergency, within a reasonable period of time. This does not excuse the absence, but is a professional courtesy.

If you are enrolled in a blended class, you are required to log in and submit your online assignments by the due date. Failure to do so will result in a reduction of the assignment grade per the TCP Late Work policy. On average, students can expect to spend two hours preparing for each hour of class time.

### Hybrid, 8-week or Summer course

Due to the compressed nature and limited in-person meetings of these courses, attendance at ALL sessions is expected. **Each absence from a synchronous session will result in a deduction of up to 10% from the final course grade. TCP students must earn at least a B- (80%) to pass a class and an overall GPA of 2.9 to continue in the program, so not all grades can be B-.** Therefore, missing too many class sessions could result in an insufficient grade and dismissal from the program. Students are expected to be present for the entire class period. Two tardies equals one absence. Early departure may be classified as a tardy or absence. Students are expected to notify their instructor of planned absences in advance and unplanned absences, due to sickness or emergency, within a reasonable period of time. This does not excuse the absence, but is a professional courtesy.

If you are enrolled in a blended class, you are required to log in and submit your online assignments by the due date. Failure to do so will result in a reduction of the assignment grade per the TCP Late Work policy. On average, students can expect to spend two hours preparing for each hour of class time.

**Academic warnings** may be issued for each absence. The grade percentage deduction will be noted. This deduction will not be reflected in the Canvas gradebook, but instead will be calculated before the final course grade is entered.

## Add/Drop Policy

Refer to the [Concordia University Irvine Catalog](#) for Add/Drop/Refund information.

### Non-Attendance of the First Class

Students who do not attend the first class period of a credential course without prior notification to the School of Education or the course instructor may be automatically dropped from the course. Students desiring to continue in the course will need to re-enroll with the Registrar and will be assessed a re-enrollment fee. (Preliminary Teacher Credential Program Policy)

## Grading System

Refer to the [Concordia University Irvine Catalog](#) for grade system information.

### Grades – Minimum Grade Requirement

Students must earn the following minimum grades for coursework applied towards fulfillment of degree or certificate requirements:

- EDUC/EDSP courses for Credential Program: B- or better with a cumulative GPA of 3.0
- EDUI courses for Induction Program: C or better with a cumulative GPA of 3.0
- EDU/EDUT courses for MEd Program: C or better with a cumulative GPA of 3.0

(Concordia University Catalog)

### Repeating a Course

An Education course may be repeated only once. Courses must be repeated at Concordia. No more than one Education course may be repeated. (Concordia University Catalog)

**EDUC 580 is not offered during the summer sessions and, along with field experience, can only be repeated in the Fall and Spring semesters.**

## Inactive Status

Students who have not enrolled for two or more semesters (including Summer) and who wish to return to their program must reapply for admission, which is not guaranteed. Inactive students returning from inactive status will return at the tuition rate in effect at the time of their return and will follow the catalog requirements in effect for the semester of their return. Inactive students returning from inactive status may be required to take additional coursework if the degree requirements have changed, or they may have to repeat coursework if the stop-out period exceeds the program's time limit policy for degree completion. (Concordia University Catalog Stop Out Policy)

## Readmission following Probation

If a student leaves Concordia University on academic probation and is subsequently readmitted, or if the student is dismissed and then readmitted, the student will return on academic probation, regardless of any courses taken and grades earned in the interim that may have been transferred into Concordia University. (Concordia University Catalog Stop Out Policy)

## Time Limits

### Teacher Credential Program

A student has **five** years in which to complete the teacher credential coursework, assessments, and requirements and file for their credential. Should a student be moved to inactive status during that time, the student may need to repeat or add coursework to be certain that current required competencies are included in the program. (Preliminary Teacher Credential Program Policy)

### MEd Program

A student has **seven years** from the start of their 500-level credential course to complete the additional 15 units of coursework for the MEd Program. (Concordia University Catalog)

## Special Learning Needs of Students

Concordia University Irvine is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by an institution, whether or not they are qualified. A substantial impairment is one that significantly limits or restricts a major life activity, such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself. A. Concordia University Irvine is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the programs and activities of the University. B. All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Dean of Accessibility, who coordinates services for students with disabilities. The Dean reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and programs. It is then the student's responsibility to make direct requests for accommodations to the appropriate staff. (Concordia University Student Code of Conduct)

Students who desire accommodations based on physical, learning, or psychological disabilities for this class should contact Disability Access Services (DAS). You can reach the DAS at [cui.edu/studentlife/disability-access-services](http://cui.edu/studentlife/disability-access-services)

## Student Records

Refer to the [Concordia University Irvine Catalog](#) for student record information.

## Teach-Out Policy

From time to time, it may become necessary or advisable for Concordia University Irvine to discontinue an academic program. However, Concordia University Irvine accepts and enrolls students in all credential programs with a commitment to offer each program until each candidate:

- Completes the program
- Withdraws from the program
- Is dropped from the program based on the criteria presented in the respective student handbook.
- Is admitted to another program to complete the requirements, with minimal disruption, to acquire authorization.

In the event a program closes, a “teach out” plan will be developed for each student, which includes individual transition plans and will allow graduates to have standard access to their student records. For students who have recently started the program and would be best served by transferring to another institution, Concordia Irvine will assist in facilitating their transfer to an institution that offers a comparable program. If the cost of the transfer institution is greater than what it would have cost the student to complete the program at Concordia Irvine, then Concordia Irvine will pay the difference, plus other student costs as negotiated on a case-by-case basis. (See Concordia Irvine Policy 416.00)

## Transcripts

A transcript order is defined as a request for a transcript to each separate destination/address; each separate destination/address constitutes a separate order. Students may obtain an official transcript of their academic record by filing a request with the Office of the Registrar. A fee is charged for transcripts and must be paid in advance. Ten working days should be allowed for the processing and mailing of the transcript. Transcripts will not be released until all fees have been paid. Transcripts from other schools become the property of the University and will not be released or copied.

## Transferring in Courses

Transferring credit into a credential program is rarely allowed due to California state standards embedded in credential coursework. Transfer courses will only be considered if they are CTC-accredited credential courses and reflect current CTC program standards. Transfer courses must be approved by the Program Director. Students may transfer no more than 6 units completed within the last two years. (Preliminary Teacher Credential Program Policy)

If a student wants to earn the MEd, then no courses can be transferred for any Concordia 500-level Preliminary Teacher Credential Courses.

## Tuition

Obtaining a quality education today represents not only an investment of time and energy, but also a growing financial commitment. Concordia University participates in programs of financial aid to university students that have developed nationally, within the State of California, and within the church. Student loans are available to eligible post-baccalaureate students. Financial aid is distributed in accordance with university policies. Counselors will assist students in completing the appropriate forms. For information on how to apply for financial aid and the necessary forms, visit [cui.edu](http://cui.edu).

### Tuition Rate

**The tuition rate for the 2026-2027 Academic Year is \$730.00 per unit** (includes student teaching units). The 2025-2026 rate includes Summer 2025, Fall 2025, and Spring 2026.

### Fees

**Fees for 2025-2026 Academic Year due at the time of course/workshop enrollment:**

<b>Every semester</b>	\$60.00	Student Success Fee
<b>Student Teaching</b>	\$600.00	Student Teaching Fee
<b>Induction Fee</b> (per semester)	\$600.00	Charged to your student account

Field experience and student teaching placements may require additional fees, depending on the district's specific requirements for background checks, TB tests, and other related expenses.

*Resubmission fees are the responsibility of the teacher candidate and are not covered by financial aid.*

**Tuition rates are subject to annual review.**

**Fees are subject to annual review and may be adjusted in accordance with CTC program changes.**

### Payment Policies and Procedures

Refer to the [Concordia University Irvine Catalog](#) for information on payment policies and procedures.

# Financial Aid

## Eligibility & Process

### Teacher Credential Students

- Most students are eligible for the Federal Direct Unsubsidized Stafford Loans up to \$7,500 per academic year for dependent students and \$12,500 a year for independent students.
- LCMS church workers can be eligible for the Church Career Grant. Students must be in one of the following programs to be eligible: DCE 5<sup>th</sup> year, DCE Internship, CA Credential program.
- Students who have a low Estimated Financial Contribution (EFC) (based on FAFSA calculations) can be eligible for the Pell Grant.
- Students who had the Cal Grant as an undergraduate can be eligible for a Cal Grant renewal. A G-44 form must be submitted to CSAC ([csac.ca.gov](http://csac.ca.gov)) for Cal Grant eligibility.

### M.Ed. Students

- Most students are eligible for the Federal Direct Unsubsidized Stafford Loan Program.
- Graduate students are eligible for up to \$20,500 per academic year.

### How to Apply

- Create an FSA ID at [fafsa.gov](http://fafsa.gov) (students may link their old PIN to their new FSA ID login).
- Complete the FAFSA at [fafsa.gov](http://fafsa.gov). For returning students, complete the FAFSA Renewal.
- Fill out the Financial Aid Application.
- Credential students who received the Cal Grant as an undergrad, fill out the Cal Grant Renewal form.
- LCMS church workers (Credential students) may be eligible for the Church Career Grant by filling out the Church Career Grant form available from Christ College.

### Electronic Award Notification

Once your financial aid package is completed, an Electronic Award notification will be sent to your Eagles email account. To review your award, you must log in to “MyRecords” using your Student ID number and your MyRecords login PIN\*. Once you log in, click on My Financial Aid, then My Overall Financial Aid Status, then select the applicable academic year. Click on the highlighted Awarded, and then click on the tab Accept Award Offer. Your award will indicate the types and amounts of aid you are eligible to receive. Review your award carefully, click on what you accept and/or decline, then submit. If you are a first-time Federal Direct Stafford Loan borrower at Concordia Irvine, you will need to complete [Online Entrance Counseling](#) and electronically sign the [Promissory Note](#). To learn more about Federal Direct Stafford Loans, visit [studentaid.gov/](http://studentaid.gov/). The information is also provided in your MyRecords account under Special Messages.

*\*Your temporary PIN is your birthday (MMDDYY). You will be prompted to change your PIN and enter a security question and answer. Your PIN must be exactly six characters and may contain both letters and numbers.*

The federal processor randomly selects one-third of all FAFSAs submitted for a process called verification. If you are selected, you will need to:

- Complete the IRS Data Retrieval process within the FAFSA process, or submit an IRS Tax Return Transcript. If you do not file with the IRS, you must indicate so on the Verification Worksheet.
- Submit a verification worksheet.

Once these steps have been completed and you are registered for classes, the Financial Aid Office will review your information and determine your eligibility for financial aid for the academic year you are enrolled. This will include reviewing the resources you have available to pay for your education and the educational costs that you will incur while attending Concordia University. Students must maintain at least part-time status to be eligible to receive financial aid.

Part-time status is defined as:		Full-time status is defined as:	
Credential Students	6 units per semester	Credential Students	12 units per semester
MEd Students	3 units per semester	MEd Students	6 units per semester

## Grants & Loans

### Pell Grant

Pell Grants are awarded to qualified undergraduates and eligible teacher credential candidates with great financial need and can be used for tuition, fees, and living expenses. Students pursuing a Master’s Degree are not eligible for the Pell Grant. Students do not need to repay a Pell Grant. Students filing the FAFSA are automatically considered for a Pell Grant.

### Christ College/Church Career Grants

Christ College is the division of the university that directs Concordia’s professional church career programs and guides and approves certification for students interested in professional careers within The Lutheran Church-Missouri Synod. Post-baccalaureate students intending to follow a career in full-time LCMS ministry may be eligible for Church Career Grants. Students pursuing a Master’s Degree are not eligible for the Church Career Grant. The minimum requirements for this grant require applicants to be fully accepted into the Teacher Credential program and be active, worshipping members of an LCMS congregation. The grant may specify other requirements. All new credential students who are currently not teaching in Lutheran schools must meet with the Dean of the School of Education before the grant application is processed.

In addition to the Church Career Grant, some LCMS districts and individual LCMS congregations may give financial aid to their post-baccalaureate members pursuing a career in church work. Contact your home congregation and district office for information regarding financial aid that may be available to you. When requesting such information, please specify your post-baccalaureate status.

## Loans

Post-baccalaureate and graduate students at Concordia University are eligible to apply for federally guaranteed student loans under the Federal Direct Stafford Loan Program. This includes the Federal Subsidized Stafford Loan, the Federal Unsubsidized Stafford Loan, and the Federal PLUS Parent Loan or Graduate PLUS Loan.\* You must begin repayment on a Federal Stafford Loan six months after you graduate, drop below half-time status, or withdraw from school. The six months are referred to as a grace period. Graduate students are not eligible for the Subsidized Federal Stafford Loan. For the Unsubsidized Federal Stafford Loan, the borrower is responsible for interest that accrues during the in-school, grace, and deferment periods. There is a grace period for PLUS loans, but individuals must request a deferral when applying for a PLUS Loan. Otherwise, repayment begins immediately after the loan is fully disbursed.

*\*The parent PLUS loan is for dependent undergraduate students only. Parents apply for this loan. Post-baccalaureate, independent students are not eligible. The Graduate PLUS loan is only available to students pursuing a Master's degree.*

## Satisfactory Academic Progress (SAP)

Refer to the [Concordia University Irvine Catalog](#) for Satisfactory Academic Progress information.

## Transfer Credits

Transfer credits accepted by the institution and applied toward a student's degree, diploma, or certificate requirements for graduation will be applied toward the maximum time frame calculation. If at the point of admission, a transfer student's prior academic record does not meet the college's minimum cumulative qualitative or quantitative SAP standards, the University may immediately place the student in a probationary status for financial aid eligibility. (Concordia University Catalog)

## Treatment of Grades

- Courses for which a student receives a letter grade of A, B, C, D, P, or CR are included in the calculation of cumulative credit completion percentage as courses successfully completed.
  - Courses for which a student receives a letter grade of IP, I, N, NP, IF, F, W, or GD will be treated as credits attempted but not successfully completed.
- (Concordia University Catalog)

## Withdrawals

Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. A grade of "W" does not impact the GPA but negatively affects the cumulative completion percentage and counts toward the maximum timeframe. (Concordia University Catalog)

## University Services

### Academic Advising

Planning for a credential or degree program must be done in consultation with a graduate academic advisor. This ensures that the candidate is aware of the current program requirements and has scheduled his/her program to be completed within these requirements. Concordia University Irvine is not responsible for decisions candidates implement without consultation or approval.

### Canvas Learning Management System

All programs utilize the Canvas learning management system. Students receive a username and password to Canvas upon acceptance. To access Canvas, visit [cui.instructure.com](http://cui.instructure.com). A tutorial on how to use Canvas is available on our website. Each program utilizes Canvas differently. Instructors for each course will provide additional information on how it will be used.

### Bookstore

Our campus bookstore proudly serves the students, faculty, and staff of Concordia University Irvine. The Bookstore offers textbooks and a wide range of items to support students' academic pursuits and school spirit. Please browse the website or stop by the store anytime! [Concordia Bookstore](#) or (949) 214-2454 or [bookstore@cui.edu](mailto:bookstore@cui.edu).

### The Cafeteria & Eagles' Landing

The cafeteria (main dining hall) is open during regular meal hours for the fall and spring semesters and features a variety of entrees, including a salad bar and made-to-order choices. Eagles' Landing, located next to the cafeteria, features Starbucks, grab-and-go snacks, and a made-to-order grill.

Students can place money on their ID card through the campus bank. Students must specify that they want flex dollars placed on their card for use at the above locations.

### Department of Faculty Training and Development (FTD) and MyCUI

The [FTD website](#) offers a range of electronic resources for instructors and students. This resource does not require a username or password for access. Students may also access numerous resources under the MyCUI website - [cui.edu/mycui](http://cui.edu/mycui). Here you will find access to tutorials and help on MyRecords, Library Resources, Writing Studio, Canvas, Microsoft Office, Eagles email, and more.

### Eagles Email Account

This is the official email of the university. You will receive notification of financial aid awards, deadlines, and other official university communication through this account, so you need to check it regularly. To access it, go to [eagles.cui.edu](http://eagles.cui.edu). The email account, username, and password are issued upon acceptance. If you do not have your password, please contact [ITS@cui.edu](mailto:ITS@cui.edu) and include your

contact phone number. Alternatively, you can call them at 949-214-3175. The system operates in a manner similar to all web-based email programs.

## Health Services

Good physical health is the foundation of satisfactory academic achievement. The Wellness Center provides a range of physical and mental health resources for undergraduate, post-baccalaureate, and graduate students." For more information, please visit the Wellness Center's website.

Wellness Center link for post-Bac/Graduate students:  
[cui.edu/studentlife/wellness-center/grad-student-virtual-services](http://cui.edu/studentlife/wellness-center/grad-student-virtual-services)

## Library

Electronic Databases are available to registered students through any internet connection. Please visit [library.cui.edu](http://library.cui.edu) for more information about resources available through Concordia's library. Students must have a username and password to access these databases. Usernames and passwords are distributed to students upon registration for classes.

## Parking Facilities

The Student and Visitor Parking Lots, located on the west side of the campus near the Library Arts Building, provide adequate parking for students. Parking permits are required and may be obtained for a fee from the Security Office.

## Spiritual Life

Recognizing that worship is an integral part of developing the total person, Concordia University holds Chapel services on Monday, Tuesday, Thursday, and Friday mornings at 10:30 a.m. All students are invited to join the campus community in this worship experience.

## Student Activities

All students are invited to participate in the rich array of activities on Concordia University's campus. The Concordia website features various activities, including athletic events, concerts, theater performances, convocations, and other cultural and entertaining events.

## Technical Support

Occasionally, technology does not perform as advertised. Sometimes problems are simple, while others require more digging. Help requests for Information Technology Services (including passwords) may be sent to [ITS@cui.edu](mailto:ITS@cui.edu). You may also leave a message at 949-214-3175. The IT support webpage is [cui.edu/it](http://cui.edu/it).

## Writing Studio

In accordance with the University's mission, the Writing Studio seeks to empower students as life-long critical thinkers and clear communicators by supporting their development as writers.

We believe that writers across all disciplines, at all skill levels, and at any stage in the writing process, benefit from genuine dialogue about their writing. Through one-on-one conferencing and group workshops, we act as listeners and guides, respecting and supporting a diverse range of writers as they ask questions, solve problems, and discover new ideas to communicate effectively. Our goal is to help you become a better reader and writer of your own work.

During this process, we aim to equip students with strategies for future writing tasks, enabling them to develop into confident, independent thinkers and writers.

### Services

- Brainstorm ideas for your paper
- Organize and focus ideas
- Improve revision, editing, and proofreading skills
- Learn to consider audience and tone
- Check format and documentation for research papers

## Course Descriptions

Course descriptions can be found on the university's website and in the catalog.

**All Credential coursework must be completed with a grade of B- or better.**