

## Upper-Level Checklist – to be completed by the student

**Students: Use this checklist as a tool when applying for upper-level status in the Education Department at Pitt-Greensburg. All documents to apply for upper level can be completed online using fillable .pdf files.**

**Earned at least 48 credits** (completed or currently enrolled in at time of application). Transfer students must have earned at least 15 credits at Pitt-Greensburg.

**Completed selected education courses** (prerequisite courses) for each program with an earned B- or better.

- Early Childhood - ADMPS 1001 and I&L 1330  
(May be enrolled in I&L 1330 at time of application for upper level.)
- Early Childhood and Special Education – ADMPS 1001 and I&L 1334  
(May be enrolled in I&L 1334 at the time of application for upper level.)
- Secondary - ADMPS 1001, I&L 1332, and I&L 1702  
(May be enrolled in I&L 1702 at time of application for upper level.)

**Six (6) credits of college mathematics.** (Completed or currently enrolled, earned grade of C- or better)

**Six (6) credits of college English** (3cr. of Composition {Eng. Comp 2} and 3 cr. of American or British Literature). (Completed or currently enrolled, earned grade of C- or better) Children's literature courses do not satisfy this requirement.

**Submit Unofficial Transcript** (can be downloaded from People Soft) marked with a highlighter the following courses: ADMPS 1001, I&L 1330 or 1332, I&L 1702 (Secondary only), British or American Lit. course taken, ENGCOMP 0020, two Math courses (MATH 0050 and MATH 0052 for Early Childhood; MATH 0031 or higher for Secondary Education) plus second Math course.

**Three (3) satisfactory recommendation forms**, addressed to:

University of Pittsburgh at Greensburg  
Education Department, FACH-211  
150 Finoli Drive  
Greensburg, PA 15601.

At least one form must be from a professor (not in the Education Department) and one must be a character reference from a non-faculty member. (Recommendation forms can be accessed from the Pitt-Greensburg Education Department website, <http://www.greensburg.pitt.edu/academics/education/forms> or via the Education Department (FACH-211).

**Career Goal Statement** (200-300 words, double-spaced, typed)

Explain to the admissions committee how and why you have decided to become a teacher. Discuss your decision based upon work you have already done with school-age children. Also include a long-term look at your career in education. Although babysitting, being a parent, and being part of a large family provide many opportunities to interact with children, these experiences differ from interacting with children in school/instructional settings. Please focus on work in school/instructional settings.

**Earned a minimum of a 3.0 Grade Point Average (GPA).** Applicants who have earned a minimum GPA of 2.8 when they apply to the upper level and meet all other requirements will be admitted and may then register for upper-level education courses. However, applicants whose cumulative GPA (Pitt-Greensburg and/or combined) fall below 3.0 before they have begun the upper level will have their admission revoked and will be withdrawn from all upper-level courses. All students must have a cumulative GPA of 3.0 the semester prior to student teaching.

**Achieved acceptable dispositions.** The Education Department has not received any notices of deficiencies in the candidate's dispositions and/or all deficiencies have been resolved.

**OTHER IMPORTANT INFORMATION:**

- During the Fall of your Sophomore year, secure "Application for Advanced Standing" and begin asking for recommendation forms to be completed and begin writing your career goal statement.
- A completed application includes: the application form, unofficial transcript highlighted with required courses and grades, three recommendation forms and your career goal statement.
- Deadlines for applications to upper level standing:
  - January 15<sup>th</sup>** for subsequent FALL admission to upper level
  - May 15<sup>th</sup>** late submission deadline for subsequent FALL admission to upper level.  
*(Please note students selecting the May 30<sup>th</sup> deadline will only be permitted to register for upper-level classes IF open seats remain.)*
  - September 15<sup>th</sup>** for subsequent SPRING admission to upper level
- Send your application materials via email to Jane at jane.hoch@pitt.edu.
- Applicants not admitted in one Admission Period and who wish to be considered for a later Admission Period in the same academic year must submit a new application by established deadlines. Applicants have the option of using the same recommendation forms.
- Pre-education students may apply more than once within the same academic year; for example, they may apply in January and September.
- Students admitted to one upper-level program may not automatically transfer to another upper-level program. Students seeking to change upper-level programs must meet all requirements for admission to the desired program and must seek special permission from the Director of the Education Department.