

FOREWORD

This 2007-2008 revision of the College of Education Policy Manual included a review of the entire manual, articulation within the college, as needed, and approval by the college's administrative council (CAC). Care has been taken to ensure that policies in this manual are consistent with university policy. Areas covered by university policy are sometimes mentioned in the College of Education Policy Manual, with instructions to the reader that references the latest university policy.

INTRODUCTION

Comprehensive listing of policies and procedures found in this manual does not cover all situations that may appear. When a problem arises in the college that is not covered by the College Policies and Procedures Manual, administration, faculty, and staff shall be guided by the rule of reason.

This manual uses a codification system that is designed to be accessible while retaining flexibility for adding or deleting items. Two digits before decimal point refer to major section and digits and letters after decimal point refer to where policy is placed sequentially. For efficiency sake (as deemed appropriate), the use of articles such as the word "the" are not used in the manual.

Dates of adoption, revision and/or review of each policy appear in the box at the beginning of each policy.

The Table of Contents is at the beginning of the manual.

NOTE: THIS MANUAL OF POLICIES AND PROCEDURES FOR THE COLLEGE OF EDUCATION SOMETIMES REFERS THE READER TO SEE THE MOST CURRENT UNIVERSITY POLICY IN A PARTICULAR AREA.

PROCEDURES FOR POLICY ADDITIONS AND REVISIONS

Policies originate with the Dean of the College of Education, College Administrative Council (CAC), college standing committees, and faculty. Revisions of existing policies may originate from any of these sources and must be approved by the dean, in consultation with CAC and college faculty.

COLLEGE OF EDUCATION

The College of Education (COE) is comprised of three departments: Adolescent, Career, and Special Education (ACS); Early Childhood and Elementary Education (ECE); Educational Studies, Leadership and Counseling (ELC). Purposes of the COE are: 1) to provide a broad and liberal education in order to assist those who obtain it to receive in fullest measure the values to be found in the complex civilization of today and future, 2)

to contribute to enlargement of those values in an effective and acceptable manner, and 3) to prepare qualified specialists capable of professional participation in their career areas.

Courses intended for broad and liberal education are offered as a service to all students in the university. Career programs for those who choose to do their major work in this college are offered in each department. Advisors consult with students in selection of studies that will contribute most effectively to a broad education and to specialized training in each department.

The COE offers a wide array of undergraduate and graduate programs in each of its departments. Teacher Education Services (TES), located in College of Education, coordinates policies and procedures relative to admission to teacher education and student teaching. TES is also responsible for coordinating pre-student teaching and student teaching placements, and for the Kentucky Teacher Internship Program (KTIP).

Graduate preparation beyond the master's degree leading to a Specialist in Education is offered in fields of guidance and counseling; elementary, middle school, secondary teaching, and reading (see Specialist in Teacher Education and Professional Development); and school administration. Other planned graduate programs are also offered.