



Praxis II Dean's Appeal Eligibility & Process

Eligibility: Teacher education candidates who have completed all coursework in preparation for their final semester of Clinical Internship (student teaching) who possess the following:

1. A minimum cumulative grade point average (cgpa) of 3.50 AND
2. Praxis II official score reports that indicate the candidate was within 5% of the identified passing cut-off score required for their area of certification*.

*The 5% margin is available for review at
<http://www.state.nj.us/education/educators/license/gpa.htm>

The New Jersey Department of Education flexibility rule is non-negotiable and is the only appeal that will be considered by the Dean to allow a candidate to complete their clinical internship.

Process: If you are in possession of a 3.5 cgpa or higher and have Praxis II score reports that indicate you are within the 5% margin per the NJDOE Flexibility Rule, you must complete the following process to be considered for the Dean's Appeal:

1. Email Mr. Ron Dowdell at rdowdell@kean.edu. Include your name, student ID, major, area of certification, current cgpa and copies of your ETS Praxis II score reports. Please indicate in the subject line of your email: "Praxis II Dean's Appeal Request".
2. You will receive an email confirmation that your request was received. A review of your official university transcripts and Praxis II score eligibility will be conducted. The Teaching Performance Center (TPC) will be contacted to confirm that all field documentation has been submitted and that the candidate is in good standing regarding professional dispositions and clinical experiences.
3. You will be notified by email if you satisfy the criteria to be granted the appeal. The TPC will be copied on that communication to ensure that your placement can be secured and the Office of Certification will be notified that you will be utilizing the "NJDOE Flexibility Rule" to be issued licensure.
4. **For those who are approved**, please note that you will be responsible for the following materials to be provided to the Office of Certification to be eligible for licensure upon successful completion of all required clinical internship requirements:
 1. Submit an application for licensure to the Office of Certification (including all required payments).

2. Submit a signed, written statement, with the following information included: Full legal name, SSN, licensure being requested and the statement, "I would like to utilize the NJDOE Flexibility Rule for licensure issuance."
3. Submit copies of all Praxis II score reports needed for licensure issuance.
4. Request an official sealed university transcript online at www.getmytranscript.org with your degree conferred demonstrating the minimum 3.5 cpga required by the NJDOE. (Please note that transcripts may take up to a month after graduation to be officially conferred and thus, **it is the candidate's responsibility to ensure that the sealed copy provided to the Office of Certification has all required relevant information.** The NJDOE *will not* issue any licensure utilizing the Flexibility Rule without an official university transcript with the degree conferred. ***Do not submit a "letter of completion" in lieu of this requirement.*** Once **ALL** documents are submitted to the Office of Certification, your request for licensure will be submitted to the NJDOE on your behalf.

Please contact Mr. Ron Dowdell at rdowdell@kean.edu with any questions or clarifications needed regarding this process.

**** Please note that the Dean's Appeal can NOT be utilized to satisfy the entry requirement into the College of Education.** Candidates are required to submit evidence of passing Praxis Core scores or evidence of SAT/ACT/GRE scores in the following range for admission into the COE:

<http://www.state.nj.us/education/educators/rpr/preparation/BasicSkillsExemptionCutScores.pdf>

(effective June, 2017)

Office of the Dean - College of Education