ALTERNATIVE CERTIFICATION

Provisional Certification Guidelines and Recommendations

1. You MUST apply for admission and be accepted to Southeast Missouri State University.
   a. The Coordinator will not submit the required paperwork to the Department of Elementary and Secondary Education (DESE) until such application and acceptance to Southeast Missouri State University has been made.
   b. You will need to have a set of original transcripts sent to the Coordinator’s Office AND a set sent to the Southeast Missouri State University Admissions office.

2. If you decide to change school districts while still in the program, you must notify the Alternative Certification Office of this change.

3. All content coursework must be approved by the Coordinator prior to registration. A Course Approval Form must be accessed from our website and submitted via email to the Alternative Certification Office. If permission is given, upon completion of the course work, students must submit original transcripts to the Alternative Certification Office and if you choose, the Registrar's Office.

4. Your Academic Contract can be accessed online on the DESE website where you originally submitted your provisional application.

5. Enrollment Procedures:
   a. Enrollment for each semester begins approximately the eleventh week of the current semester. Once enrollment begins, an email must be sent to the Alternative Certification Office to sholder@semo.edu requesting the courses you wish to take. The Alternative Certification Office will enroll you in the education courses you choose to take; you cannot enroll in these courses on your own.
   b. All University obligations, including financial, must be cleared prior to the first day of enrollment.
   c. If you didn’t take a class last semester (except for summer), you must be readmitted before you can be enrolled in courses. You must submit a Returning Student Admissions Form to the Admissions Office. There is currently a $15.00 fee for this process. The Admissions Office will contact you once your readmissions process has cleared. You must then contact the Alternative Certification Office via email to sholder@semo.edu to be enrolled in courses.

6. Your GPA must remain at least a 2.5 for continued participation in the program. If you receive a grade of less than a “C” in any professional education course, you must repeat that course sometime within the following year. At that time, if you receive a grade less than a “C” you will be dismissed from the program.

7. You need to follow the below-listed sequencing of courses:
a. You may take the Foundations course at any time.

b. Before you take Techniques of Teaching (SE330), you must complete Adolescent Psychology (PY222), Theories of Learning and Management (SE306), Teaching Reading in the Content Areas (SE307), and Psychology of the Exceptional Child (EX390).

c. You must complete all other required course work, except the Foundations course, before you enroll in Practicum (SE460) unless prior arrangements with the Coordinator’s Office have been made.