

University of Antelope Valley
Eligibility Requirements

Eligibility Requirement	Narrative Response	Hyperlinked Documents
<p>1. Responsibility and Authority</p> <p>The institution clearly identifies the lines of authority and responsibility for any and all educator preparation programs within the institution and provides assurance that only those person(s) employed by the program sponsor will recommend individuals to the Commission for a credential or authorization.</p>	<p><i>The University of Antelope Valley (UAV) has identified the Associate Dean of Academic Affairs to also serve as the Credential Program Coordinator. This individual will be the person responsible for the oversight of all educator preparation programs and manage the day-to-day operations of the credential programs.</i></p> <p><i>UAV provides the assurances that duties regarding credential recommendations are only delegated to employees of the Commission approved institution.</i></p> <p><i>The Associate Dean of Academic Affairs reports directly to the President and Vice President of the University. The Credential Program Coordinator reports to the Associate Dean of Academic Affairs and will meet monthly. The Master Teachers and the Mentors will communicate regularly and the Mentors report to the Credential Program Coordinator.</i></p> <p><i>The Associate Dean of Academic Affairs approves program candidates based on recommendations of the Credential Program Coordinator. The Associate Dean of Academic Affairs will attend the CTC trainings.</i></p> <p><i>For clarification, the Associate Dean of Academic Affairs will also serve as the Credential Program Coordinator.</i></p>	<p>Linked below is our organizational chart, which includes the credential program coordinator:</p> <p>Revised Organizational Chart</p>
<p>2. Lawful Practices</p> <p>A program of professional preparation must be proposed and operated by an entity that makes all personnel decisions regarding the employment, retention or promotion of</p>	<p><i>The University of Antelope Valley is committed to diversity among its students, faculty, and staff. UAV does not discriminate in its employment or enrollment admittance on the basis of race, color, national origin, age, religion, gender, or sex orientation. UAV makes all personnel decisions without unlawful discrimination;</i></p>	<p>Please see below for both the employer and participant Lawful Practice statements:</p> <p>Lawful Practices Policy Equal Opportunity Employer Policy Diversity Policy</p>

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<p>employees without unlawful discrimination. The entity must make all decisions regarding the admission, retention and graduation of students without unlawful discrimination.</p>	<p><i>these decisions include the admission, retention, and graduation of students. .</i></p> <p><i>Please see below for both the employer and participant Lawful Practice statements:</i> Lawful Practices Policy Equal Opportunity Employer Policy Diversity Policy</p> <p><i>Please see below for how these documents are provided:</i></p> <ul style="list-style-type: none"> • <i>lawful practices policy will be published on the website</i> • <i>equal opportunity policy is published in the employee handbook</i> • <i>diversity policy is published in the catalog and the use of the term “student” in this policy is actually referring to the program candidates/participants.</i> 	
<p>3. Commission Assurances and Compliance</p> <p>The institution assures all of the following:</p> <p>a) That there will be compliance with all preconditions required for the initial program(s) the institution would like to propose (General and program specific preconditions for proposed programs must accompany this document).</p> <p>b) That all required reports to the Commission including but not limited to data reports and accreditation documents, will be submitted by the Commission approved entity for all educator preparation programs offered including extension divisions.</p>	<p><i>UAV assures to remain compliant with the following:</i></p> <p>a) <i>UAV assures that we will comply with all preconditions.</i></p> <p>b) <i>UAV assures that we will submit all reports, including but not limited to data reports and accreditation documents.</i></p> <p>c) <i>UAV assures that we will cooperate in evaluation by an external team or monitoring of our program(s) by a Commission staff member.</i></p> <p>d) <i>UAV assures that we will participate fully in the accreditation system and adhere to all submission timelines.</i></p>	<p>No hyperlink documents applicable.</p>

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<p>c) That it will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member.</p> <p>d) The sponsor will participate fully in the Commission’s accreditation system and adhere to submission timelines.</p> <p>e) That once a candidate is accepted and enrolled in the educator preparation program, the sponsor will offer the approved program, meeting the adopted standards, until the candidate;</p> <ul style="list-style-type: none"> I. Completes the program; II. Withdraws from the program; III. Is dropped from the program; IV. Is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization in the event the program closes. In this event, an individual transition plan would need to be developed with each candidate. 	<p>e) <i>UAV assures that once a candidate is accepted and enrolled in the educator preparation program, the sponsor will offer the approved program, meeting the adopted standards, until the candidate;</i></p> <ul style="list-style-type: none"> I. Completes the program; II. Withdraws from the program; III. Is dropped from the program; IV. Is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization in the event the program closes. In this event, an individual transition plan would need to be developed with each candidate. <p><i>The university holds weekly meetings to stay abreast of candidate completion, withdrawal, and any additional status concerns and/or requests.</i></p>	
<p>4. Requests for Data</p> <p>The institution must identify a qualified officer responsible for reporting and responding to all requests from the Commission within the specified timeframes for data including, but not limited to:</p> <ul style="list-style-type: none"> a) Program enrollments b) Program completers c) Examination results d) State and federal reporting 	<p><i>UAV identifies Crystal Stephens, Director of Institutional Effectiveness and Accreditation Liaison Officer (ALO), as the point of contact for all requests for data. She will be responsible for reporting and responding to all requests from the Commission within the specified timeframes for data including but not limited to program enrollment data, program completer data, examination results, state and federal reporting, candidate competence, organizational effectiveness data, and other data as indicated by the Commission.</i></p>	<p>No hyperlink documents applicable.</p>

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<p>e) Candidate competence f) Organizational effectiveness data g) Other data as indicated by the Commission</p>		
<p>5. Grievance Process</p> <p>The institution has a clearly identified grievance process for handling all candidate grievances in a fair and timely manner. The grievance process is readily accessible for all applicants and candidates and is shared with candidates early in their enrollment in the program.</p>	<p><i>The university has published a clear grievance process for handling all candidate grievances in a fair and timely manner.</i></p> <p><i>The grievance process is published in the university's catalog.</i></p> <p><i>The university's grievance policy identifies the candidate shall initiate the complaint process with the Dean of Student Affairs. In the event the candidate would be pursuing the appeal process, the candidate shall file the written complaint with the Credential Program Coordinator.</i></p> <p><i>Within 10 working days of receiving the complaint, the Credential Program Coordinator shall conduct any necessary investigation, including reviewing the investigation and written response by the Dean of Student Affairs during the prior step, and shall meet with the complainant in an effort to resolve the complaint.</i></p>	<p>Linked below is our grievance process: Grievance Process</p>
<p>6. Communication and Information</p> <p>The institution must provide a plan for communicating and informing the public about the institution and the educator preparation programs. The plan must demonstrate that:</p> <p>a) The institution will create and maintain a website that includes</p>	<p><i>UAV's website will include information about the institution and the approved education preparation program(s).</i></p> <p><i>UAV assures the website will be easily accessible to the public and that no login (access code or password) will be required for the public to access information about the educator preparation programs. The website will be updated regularly by the university's marketing</i></p>	<p>Linked below is our publication drafts for the education preparation program:</p> <p>Website draft: http://www.uav.edu/epp</p> <p>Program literature draft: Program Brochure</p>

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<p>information about the institution and all approved educator preparation programs. The website must be easily accessible to the public and must not require login information (access codes/password) in order to obtain basic information about the institution's programs and requirements as listed in (b).</p> <p>b) The institution will make public information about its mission, governance and administration, admission procedures, and information about all Commission approved educator preparation programs. Information will be made available through various means of communication including but not limited to website, institutional catalog, and admission material.</p>	<p><i>department and will contain information about the program including its mission, governance and administration, admissions process, and information about all Commission-approved educator programs.</i></p> <p><i>In addition to providing this information on our website, we will also share it on our program literature.</i></p> <p><i>If CTC approval is granted, the information on the educational preparation programs will be activated immediately to allow public access.</i></p> <p><i>The university communicates with candidates and the public through the use of program brochures and our website. Once approved the university will activate immediately the website to allow public access and distribute program literature.</i></p> <p><i>In preparation for this activation the university is actively developing a webpage and program literature specifically for the educational preparation program.</i></p> <p><i>The above mentioned materials will be utilized during the enrollment process.</i></p>	
<p>7. Student Records Management, Access and Security</p> <p>The institution must demonstrate that it will maintain and retain student records. Institutions seeking Initial Institutional Approval will provide verification that:</p> <p>a) Candidates will have access to and be provided with transcripts and/or other</p>	<p>a) <i>Candidates will have access to their unofficial and official transcripts through requesting from the Registrar's Office. The Registrar's Office also assists with requests for other forms of verifying academic units and program completion.</i></p> <p><i>Graduates receive one free official transcripts when obtaining their degree or certificate of completion. A \$10.00 fee will be charged for additional official</i></p>	<p>No hyperlink documents applicable.</p>

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<p>documents for the purpose of verifying academic units and program completion.</p> <p>b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies).</p> <p>c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.</p>	<p><i>transcripts and must be paid before the request is processed. Official transcripts will not be released for candidates who have a past due account charges with the University. Normal transcript processing time is 5 business days and the number of transcript requests are unlimited. Transcripts may be requested through the student portal or on-campus through the registrar’s office. Transcripts from high schools or other colleges submitted to UAV by the student or on behalf of a student cannot be duplicated. Students must apply directly to each school for copies of their transcripts. Unofficial transcripts are available upon request via email.</i></p> <p><i>Transcripts are kept digitally. The server is located on campus in a secure office near the Registrar. The back-up server is also located on campus in a secure office near the IT Director. Servers are backed up weekly.</i></p> <p>b) <i>All candidate records will be maintained at the Main Sierra Campus by the Registrar’s Office. The university maintains student’s transcripts indefinitely and admissions data and other records are maintained for a minimum of seven years.</i></p> <p>c) <i>Records are kept in secure in locked cabinets in the Registrar’s Office which is not accessible to the public.</i></p> <p><i>The university retains student records up to seven (7) years and transcripts are kept indefinitely.</i></p> <p><i>The above mentioned statement applies to</i></p>	
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	<i>transcripts from high schools or other colleges.</i>	
<p>8. Disclosure</p> <p>Institutions must disclose information regarding:</p> <ul style="list-style-type: none"> a) The proposed delivery model (online, in person, hybrid, etc.) b) All locations of the proposed educator preparation programs including satellite campuses. c) Any outside organizations (those individuals not formally employed by the institution seeking IA) that will be providing any direct educational services, and what those services will be, as all or part of the proposed programs. 	<ul style="list-style-type: none"> a) <i>UAV will offer the Credential Programs through a hybrid model involving approximately 80% of instruction through face-to-face, and 20% of instruction through our online learning modality. The program is also offered 100% on-campus through face-to-face.</i> b) <i>All programs will be located at the main campus, 44055 North Sierra Highway Lancaster, CA 93534.</i> c) <i>There are no outside organizations the university will utilize to provide direct educational services.</i> 	No hyperlink documents applicable.
<p>9. Veracity in all Claims and Documentation Submitted</p> <p>An institution and its personnel demonstrate veracity in all statements and documentation submitted to the Commission. Evidence of a lack of veracity is cause for denial of IIA.</p>	<i>UAV confirms that all statements and documentation submitted to the Commission on Teacher Credentialing (CTC) by the University of Antelope Valley will be accurate. UAV understands that the lack of veracity in statements and documents is cause for denial of initial institutional accreditation.</i>	Linked below is acknowledgement of the veracity statement with documentation signed by Marco Johnson, President. President veracity acknowledgement statement
<p>10. Mission and Vision</p> <p>An institution's mission and vision for educator preparation is consistent with California's approach to educator preparation.</p>	<ul style="list-style-type: none"> a) <i>Please see linked Mission and Vision for the educator preparation program. UAV is committed to the educator preparation programs Mission and Vision. The program will be based on California's TK-12 standards and frameworks.</i> <p><i>The university holds an annual Program Review process that allows the program to undergo a</i></p>	Linked below is UAV's mission and vision for the educator preparation program. Educator Preparation Mission and Vision

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	<p><i>thorough review. The program review process includes the assessment of but is not limited to, the following data: enrollment, retention, grade distribution, learning outcomes, student survey results, off site survey results, and graduate survey results. The assessment process allows an in-depth analysis of the curriculum content, industry standards and current trends including State and Federal, credit and contact hours, appropriate class workloads, learning outcomes, learning outcome assessment methods and rubrics, and program alignment with the university's mission.</i></p> <p><i>The university strives to continuously develop comprehensive and innovative approaches to achieving student success and strengthen student learning. The annual program review allows faculty and the Credential Program Coordinator to analyze and interpret data results to improve student success and ensure the program remains current with California's TK-12 standards.</i></p> <p><i>b) UAV confirms that upon CTC approval, the mission and vision will be published on our website and in institutional documents provided to candidates.</i></p> <p><i>c) Our educator preparation program will be based on the California's TK-12 standards and frameworks.</i></p> <p><i>d) Information included in our mission and vision demonstrates UAV's commitment to preparing candidates to work effectively with the full range of California TK-12 students. The mission and vision of UAV's educator preparation program are aligned</i></p>	
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	<p><i>with UAV's institution mission to provide quality education that enables students to achieve their academic, career, and personal goals.</i></p> <p><i>The educator preparation curriculum provides a broad scope of topics to prepare teachers to work with a full range of California TK-12 students. Some of these courses include:</i></p> <ul style="list-style-type: none">• <i>Classroom Management and Differentiated Instruction</i>• <i>Methods for Teaching</i>• <i>Subject Specific Pedagogy</i>• <i>Educational Psychology</i>• <i>Assessing Learning</i> <p><i>The program will be based on California's TK-12 standards and frameworks. The program will provide candidates opportunities to understand the California standards and teach at appropriate depth of knowledge levels. The program will also provide opportunities in various classroom settings with diverse learning populations.</i></p> <p><i>e) UAV seeks to offer a Single Subject Educator Preparation Program.</i></p> <p><i>f) UAV's goal is to support teacher and administrators in providing an effective learning experience that meets the needs of our diverse student population. All programs are designed to address both the theoretical foundations and the practical application of teaching and learning. This approach allows participants to grow professionally and meet</i></p>	
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	<p><i>student needs.</i></p> <p><i>UAV is committed to providing an effective learning experience that meets the needs of our diverse student population. The Single Subject Educator Preparation Program design is grounded in Andragogic teaching philosophies that endeavor to prepare candidates to thrive in the 21st-Century world. Andragogy, in practice, intends to instruct adult learners by answering “why do I need to know this” and by encouraging students to participate in all aspects of learning (Fornaciari & Lund Dean, 2014; Giannoukos, Besas, Galiropoulos & Hioctour, 2015; Knowles, Holton, & Swanson, 2015). Additionally, instructors at UAV provide relevancy to the content through real-world examples (Fornaciari & Lund Dean, 2014; Giannoukos et al., 2015; Knowles et al., 2015). For many adult learners, this is the learning environment that they thrive in the most. Also, the Andragogic teaching philosophy is an amalgamation of traditional learning theories ranging from behaviorism, cognitivism, and constructivism (Knowles et al., 2015). UAV is aware that no one teaching philosophy can accommodate every learner; thus both educator and candidates alike will benefit from teaching and learning, respectively, in an environment that supports such diverse needs (Fornaciari & Lund, 2014; Knowles et al., 2015).</i></p> <p><i>The following leaders in Andragogy philosophy have influenced the design of UAVs core teaching philosophy which the Educator Preparation program will continue:</i></p>	
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	<p><i>References</i></p> <p><i>Fornaciari, C. J., & Lund Dean, K. (2014). The 21st-Century syllabus: From pedagogy to andragogy. Journal of Management Education, 38(5), 701-723.</i></p> <p><i>Giannoukos, G., Besas, G., Galiropoulos, C., & Hioctour, V. (2015). The andragogy, the social change and the transformative learning educational approaches in adult education. Journal of Education and Practice, 6(10), 46-50.</i></p> <p><i>Knowles, M., Holton, E., & Swanson, R. (2015). The adult learner: The definitive classic in adult education and human resource development (8th ed.) [Kindle version]. Retrieved from Amazon.com</i></p> <p><i>g) Not applicable, the university doesn't hold similar or different programs outside of California.</i></p> <p><i>h) No additional information</i></p>	
<p>11. History of Prior Experience and Effectiveness in Educator Preparation</p> <p>Institutions seeking IIA must have sponsored an educator preparation program leading to licensure, or participated as a partner in any educator preparation programs and/or programs focused on K-12 public education and provide history related to that experience.</p> <p>CTC Staff will research available information</p>	<p><i>a) The University of Antelope Valley has provided quality education for the past twenty years in California. UAV continues to offer higher education through its Master in Education degree program. The Master in Education degree program prepares students for the educational field through teaching, leadership, and administration. The placement records indicate that at minimum 38% of the programs graduates were employed in the educational field.</i></p>	<p>Linked below is a copy of UAV's current state and regional accreditation.</p> <p>WASC Regional Approval Letter</p> <p>BPPE State Approval Letter</p> <p>See below for a link for the third party notification published on our website:</p> <p>http://www.uav.edu/accreditation</p>

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<p>about the institution relevant to the application for initial institutional approval.</p> <p>Institutions must submit: Proof of third party notification enlisting comments to be sent to: input@ctc.ca.gov</p>	<p><i>The university started offering the Master in Education degree program in January 2013. The programs curriculum prepares students for the educational field through courses such as:</i></p> <ul style="list-style-type: none"> • <i>Strategies to Improve Student Learning</i> • <i>Research on Effective Teaching</i> • <i>Curriculum Development, Implementation and Evaluation</i> • <i>Classroom Environment and Management</i> • <i>Educational Leadership: Issues and Decisions</i> • <i>Multidisciplinary Foundations of Education</i> <p><i>The curriculum provides a framework of theoretical teaching perspective including California’s TK-12 standards.</i></p> <p><i>The university has also mapped out the educator preparation program to allow its graduates to transfer credits to UAV’s Master of Education program. This will allow educator preparation program graduates to earn their Master in Education degree with UAV in as little as 18 additional credits.</i></p> <p><i>Graduates have continued their education through transferring to other institutions to pursue a teaching credential. The university recognizes the importance of formalizing articulation agreements with other institutions and have identified this as an action item in the university’s strategic plan.</i></p> <p>b) <i>UAV operates solely in California.</i></p> <p>c) <i>See attached link for a copy of UAV’s current BPPE State approval and WASC regional approval letter.</i></p>	<p>See below for a link for the internal publication in the UAV’s Weekly Bulletin: UAV Bulletin</p>
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	<p>d) <i>Not applicable, not operating any educator preparation program in California or any other state.</i></p> <p>e) <i>Not applicable, not operating any educator preparation program in California or any other state.</i></p> <p>f) <i>The university continues to uphold a positive working relationship with the local high school district. The Antelope Valley Union High School District (AVUHSD) Superintendent, Dr. David Vierra serves as UAV's Board of Trustee Chair. Dr. Vierra attends the on-campus quarterly board meetings to remain current in university academics and strategic planning process. Dr. Vierra has organized meetings with AVUHSD and UAV to form a partnership agreement to accept candidates from the Educator Preparation Program. The most recent meeting was held on August 9, 2017 with Brett Neal, Assistant Superintendent of Personnel Services. The meeting concluded with Mr. Neal verbally agreeing to partner with UAV, a Memorandum of Understanding (MOU) will be forwarded to UAV to review. Mr. Neal anticipates the finalized MOU to be submitted to AVUHSD Board no later than October.</i></p> <p><i>UAV also holds a positive working relationship with the local private charter school, Learn4Life. The Executive Vice President, Dr. Steve Gocke also serves on UAV's Board of Trustees as the Vice Chair. Dr. Gocke has also demonstrated interest in formalizing a partnership with UAV to accept candidates from</i></p>	
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	<p><i>the Education Preparation Program. The university currently has a meeting scheduled with Dr. Gocke to formalize a Memorandum of Understanding.</i></p> <p><i>These working relationships assist with UAV identifying our community's needs, including the needs of K-12 students and of educators. Both Dr. Vierra and Dr. Gocke and the remaining members of the Board of Trustees have approved the university to move forward with seeking Initial Accreditation from the Commission on Teaching Credentialing.</i></p> <p><i>Please refer to the below link for the university's approved memorandum of understanding with AVHSD. The MOU was approved in the school district's December 2017 board meeting.</i> <u>Memorandum of Understanding with AVHSD</u> <i>AVHSD is also listed as a Commission approved Education Preparation Program.</i></p> <p><i>g) Not applicable, not operating any educator preparation program in California or any other state.</i></p> <p><i>The university has published on our website the third party notification to allow stakeholders to provide feedback to the established email <u>input@ctc.ca.gov</u>.</i></p> <p><i>See below for a link for the third party notification published on our website:</i> <u>http://www.uav.edu/accreditation</u></p> <p><i>The university has also published this notification in the UAV's Bulletin that is emailed to the student body.</i></p>	
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<p>12. Capacity and Resources</p> <p>An institution must submit a Capacity and Resources plan providing information about how it will sustain the educator preparation program(s) through a 2 – 3 year provisional approval (if granted) at a minimum. A plan to teach out candidates it, for some reason, the institution is unable to continue providing educator preparation program(s).</p>	<p>a) <i>Please see attachment for the most recent audited financial report.</i></p> <p>b) <i>Please see attachment for the proposed operating budget for the education preparation program.</i></p> <p>c) <i>Please see attachment for staffing and qualifications for instructional and support personnel for the education preparation program. The staffing positions include:</i></p> <ul style="list-style-type: none"> • <i>Master Teacher</i> • <i>Mentor</i> • <i>Instructor</i> • <i>Support Administrative Staff</i> • <i>Program Coordinator</i> <p>d) <i>Not applicable, not applying as an out of state institution.</i></p> <p>e) <i>Dr. Vierra, Antelope Valley Union High School Superintendent (AVUHSD) has organized meetings with AVUHSD and UAV to form a partnership agreement to accept candidates from the Educator Preparation Program to provide fieldwork experience. The most recent meeting with AVUHSD was held on August 9, 2017 with Brett Neal, Assistant Superintendent of Personnel Services. The meeting concluded with Mr. Neal verbally agreeing to partner with UAV and a Memorandum of Understanding (MOU) will be forwarded to UAV to review to provide fieldwork opportunities to UAV candidates. Mr. Neal anticipates the finalized MOU to be submitted to AVUHSD Board no later than October.</i></p>	<p>Linked below is the following documents:</p> <p>12a Most recent audited financial report 2016 Financial Audit Report</p> <p>12b Proposed Operational Budget Proposed Budget</p> <p>12c Faculty and Support Personnel Faculty and Support Personnel Staffing</p>
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f) *The Education Preparation program will be instructed on campus utilizing existing classrooms. Additionally, any online courses will be delivered through the Canvas Learning Platform which is designed to provide distance education to program candidates.*

The University of Antelope Valley strives to provide for all of its students appropriate facilities and student services that support student learning and development consistent with student characteristics and its institutional purpose. Both academic and student support services are offered through several student service offices throughout the university, and faculty members are encouraged to monitor closely the needs, concerns and wellbeing of students in their classes, referring student in need to the appropriate university resources. The departments with primary responsibility for student services include Academics, Student Services, Financial Aid, and Career Services. The Student Services department addresses orientation, academic and personal issues. Student services begin with student orientation designed to inform students of the variety of services available to them. Students may visit Student Services at any time for academic counseling or advice about personal issues. The Student Services department regularly meets with the Dean of Students and instructors to identify students in need and determine a plan to provide assistance and support. The Student Services department also organizes student extracurricular activities and student council members.

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	<p><i>The Financial Aid staff provides a variety of services, including tuition planning assistance with scholarship searches, entrance and exit counseling regarding student loans, and assistance with applying for the federal work-study program. The Financial Aid staff provides continuing service throughout the student's education experience at the University of Antelope Valley.</i></p> <p><i>The Career Services staff works closely with both currently enrolled students and graduates to enable them to find employment in the career field. Career Services staff members meet with each student individually to discuss the current employment opportunities and assist in creating effective resumes. The Career Services staff provides professionalism courses including interviewing skills to provide detailed information and advice to assist them in acquiring job searching skills and employment trends.</i></p> <p><i>Additionally, the University provides support to students through tutoring services outside of scheduled instruction. Students may request tutoring through their instructor or Dean of Students, through a representative of the Student Services Department or through the peer tutoring program.</i></p> <p><i>The institutions library offers students and staff a wide variety of resources including e-databases and student success workshops. The student success workshops include topics such as: note taking, APA formatting, etc.</i></p> <p><i>Technology is incorporated into all classrooms on campus and the university is currently incorporating</i></p>	
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	<p><i>Smart Boards in classrooms as well. The university has an IT department on campus to accommodate resource needs for students, faculty, and staff support. The university has a full-time IT Director that maintains office hours on campus and is available to assist day, evening, and online students, staff and faculty. The IT Director provides services such as troubleshooting errors with campus technology, like WIFI accessibility and computer labs, as well as personal laptops. For IT concerns the IT Director's email address is posted in classrooms and in the UAV Bulletin. The IT Director is immediately provided with any student survey feedback that identifies any areas for improvement or concerns with the technology on campus. All online students are required to participate in the online orientation prior to taking their first online course. All online students are emailed detailed log in instructions and granted access to Canvas tutorials and the Orientation by the online coordinator prior to the start of any online program.</i></p> <p><i>g) The University of Antelope Valley is committed to education. In the event the university is unable to continue providing the educator preparation program(s), the university would continue to provide all resources and teach out the program allowing all individuals to complete the program. In the event, UAV is unable to accommodate all current students in teaching out the program; the university would refer candidates to other Educator Preparation programs within a 50-mile radius. The University of Antelope Valley is committed to education. In the event the university is unable to</i></p>	
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	<p><i>continue providing the educator preparation program(s), the university would continue to provide all resources and teach out the program allowing all individuals (including first and second year candidates) to complete the program and maintain eligibility of the university's resources and services.</i></p> <p><i>In the event, UAV is unable to accommodate all current students in teaching out the program; the university would refer candidates to other Educator Preparation programs within a 50-mile radius.</i></p> <p><i>The university does not hold an MOU agreement with other single subject teacher preparation programs. However, there are two teacher preparation programs within a 50-mile radius of the university which include California State University of Bakersfield and Brandman University.</i></p> <p><i>The university's Institutional Research Committee regularly analyzes enrollment data forecasting any significant changes in enrollment that may lead to discontinuing a program. With this practice, in the past the university has been able to foresee the need to discontinue a program with sufficient amount of time to fulfill the teach-out plan for all remaining students. The current teach out plan requires the university to continue to staff and provide faculty, facilities, student services and academic excellence to all remaining students.</i></p> <p><i>The university will continue these best practices to forecast appropriately, therefore allowing the university sufficient time to discontinue the</i></p>	
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University of Antelope Valley
Eligibility Requirements

	<p><i>credential program allowing all individuals (including first and second year candidates) to complete the program and maintain eligibility of all university's resources and services.</i></p> <p><i>In the unforeseen event, UAV is unable to accommodate all remaining students in the teach out plan, the university will do the following:</i></p> <ul style="list-style-type: none">• <i>Contact surrounding universities within a 50-mile radius to establish transfer agreements (partnerships).</i><ul style="list-style-type: none">○ <i>Universities within a 50-mile radius include California State University of Bakersfield and Brandman University</i>• <i>Inform candidates with institution partnerships for transferability.</i>• <i>Serve as a liaison between the candidates and partnered institutions.</i> <p><i>The teach-out plan allows the university to fulfill its obligation to all candidates.</i></p>	
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