Instructions for the Application to Teacher Education (ATE) for the College of Education

1. Complete all areas of the ATE COMPLETELY and ACCURATELY. Failure to do so could result in a delay in the processing of your application. If you do not understand the instructions and/or have questions, please contact your advisor for assistance.

2. Print a copy of your DARS report from your iSIS Student Center. Use your DARS to locate and record your total number of completed hours (K-State and Transfer), overall degree requirement GPA and your teaching field GPA (secondary only).

   NOTE: You must include ALL ATTEMPTED courses in your GPA. If you have received an ‘F’ in a required course, or a ‘D’ in a class that requires a ‘C’, this will not be reflected in your DARS GPA. You will need to manually calculate your GPA.

   For assistance calculating your GPA, see http://pages.cs.wisc.edu/~xiyang/gpacalc.html

   - Overall Degree Requirements
     - 2.75 GPA REQUIRED on all K-State & Transfer hours attempted that apply to the College of Education degree requirements. DARS & the College of Education may not calculate your GPA in the same manner. Please see your advisor if you have questions.
     - Needs: 3.172 GPA
     - 2.750 GPA

   - Required Teaching Field
     - You MUST have a 2.75 GPA in your Teaching Field for Admission to Teacher Education AND BEFORE the Professional Semester.
     - Earned: 3.429 GPA

3. Use your DARS to record your grades in all required courses. DED 075 and EDEL/EDSEC 230 are CR/NC. Provisional admission is given to those currently enrolled or pre-enrolled (as reflected in your DARS). Successful completion is required or you will be dropped from the teacher education program.

4. Record your Basic Skills Test (CORE, ACT Composite, SAT <Reading +Math>) scores and the date you took the test. Official scores must be on file at KSU to verify.

5. Attach a copy of your DARS to the application form.

6. Submit your application — ATE deadlines:
   - October 1st for Spring
   - February 15th for Summer and Fall

Return Completed Form to:
Center for Student and Professional Services
College of Education, Bluemont Hall 013
Questions? Call (785) 532-5524