

General Institutional Preconditions

General Statement Applicable to all Preconditions for all Educator Preparation Programs Pursuant to Education Code Section 44227 (and 44265 where applicable for Education Specialist Program) each program of professional preparation that leads to a teaching or services credential shall adhere continually to the following requirements of California State Law or Commission Policy. Each institution must respond to the general preconditions as well as all other applicable program specific preconditions.

(1) Accreditation and Academic Credit. The program(s) must be operated by

(a) ***Institutions of higher education:*** A college or university that (i) is fully accredited by the Western Association of Schools and Colleges or another of the six regional accrediting associations, and (ii) grants baccalaureate academic credit or post baccalaureate academic credit, or both. An institution approved to offer educator preparation in California must notify the Commission within 30 days if its regional accreditation status changes.

University Regional Accreditation

- The University of La Verne is accredited by the Western Association of Schools and Colleges (WASC). Information about La Verne's accreditation process is available at <https://www.wscuc.org/institutions/university-of-la-verne/> and evidenced by this [letter](#).
- La Verne was first accredited in 1955.
- WASC most recently reaffirmed La Verne's accreditation on November 6, 2020, for a period of eight years.
- The next Comprehensive Offsite Review is scheduled for fall 2027.
- The next Comprehensive Accreditation Visit is scheduled for spring 2028.

(2) Enrollment and Completion. Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate:

- completes the program;*
- withdraws from the program;*
- is dropped from the program based on established criteria; or*
- is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.*

In the event the program closes, a teach out plan, which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records would need to be developed.

The University of La Verne LaFetra College of Education ensures that any qualified candidate who begins an approved program has access to the program and program advising until program completion, withdrawal, or ceases to be a qualified candidate. In the case of a program closing or becoming inactive, any candidates remaining in the program are advised with an individual plan for completion. If enough candidates remain for a group to complete the program together, a [teach-out program](#) is designed for those candidates.

(3) Responsibility and Authority. *To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information:*

(a) Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any).

The Dean of the LaFetra College of Education is responsible for the ongoing academic and administrative oversight of all credential programs offered by the University of La Verne, at the main campus, regional centers and other sites across the state. [Organizational Chart](#)

(b) Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by the entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program. Include an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery.

Program chairs and Directors coordinate each credential program offered by the University of La Verne. All program chairs report to the Dean of the LaFetra College of Education.

(c) Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved institution.

The Dean of the LaFetra College of Education positively affirms the veracity of all statements and documentation submitted to the Commission. It is understood that false claims or documentation is cause for the Commission on Accreditation to place stipulations on the institution. The Credential Analysts are the only individuals approved and trained to submit recommendations to the CTC.

(4) Lawful Practices. *To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention, or promotion of employees.*

The University of La Verne LaFetra College of Education makes all personnel decisions without considering differences due to gender or other constitutionally or legally prohibited considerations including those regarding the admission, retention or graduation of students, and regarding the employment, retention or promotion of employees.

The University's position on Policy Against Discrimination and Harassment as described in the [Catalog](#).

(5) Commission Assurances. *To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must:*

- (a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission,*
- (b) assure that all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission,*
- (c) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staffmember, and*
- (d) assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.*

The University of La Verne LaFetra College of Education is confident that proposed programs clearly demonstrate that all applicable Standards of Program Quality and Effectiveness adopted by the Commission will be fully met. The college received full approval during the last CTC site visit in 2020 and will continue to fulfill the applicable standards of program quality and effectiveness, cooperate in an evaluation of its programs, and participate fully in the Commission's accreditation system. ([See letter of assurance](#))

(6) Requests for Data. *To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits*

specified by the Commission. Institutional contact information must be updated annually.

LaFetra College of Education maintains an Assessment Department that carry out all unit-wide assessment system operations including compliance, training, and program improvements; overseeing all data entry; management and reporting functions including state assessment data (Teacher Performance Assessments). In conjunction with the Assessment Department, Senior Credential Analyst, Larry Gaona, has been identified as its officer responsible for Commission reporting. ([See letter of assurance](#))

(7) Veracity in all Claims and Documentation Submitted. *To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.*

The LaFetra College of Education affirms the veracity of all statements and documents submitted to the Commission. ([See letter of assurance](#))

(8) Grievance Process. *To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that candidates have been informed of the grievance process and that the process has been followed.*

The University's position on Grievance Process as described in the [Catalog](#).

(9) Faculty and Instructional Personnel Participation. *All faculty and instructional personnel employed by colleges and universities who regularly teach one or more courses in an educator preparation program leading to a credential, shall actively participate in the public school system at least once every three academic years, appropriate to their credential area. Faculty who are not in the Department, School or College of Education are exempt from this requirement. Reference: Education Code Section 44227.5 (a) and (b).*

Each member of the University of La Verne LaFetra College of Education faculty who regularly teaches one or more courses relating to instructional methods for teaching credentials, including Specialist Credentials, or administrative methods in an Administrative Services Credential program, [actively participates](#) in public elementary or secondary schools and classrooms at least once every three academic years. Full-time faculty members often meet this requirement in their service as fieldwork supervisors. Others meet this requirement by serving in various volunteer or consulting capacities in local schools. Most adjunct faculty members also work as teachers or administrators in California public schools.

(10) Communication and Information. *To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs.*

The LaFetra College of Education provides accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion on the [college website](#), [list of program offerings](#), handbook, and [University catalog](#).

(11) Student Records Management, Access, and Security. *To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy. Institutions will provide verification that:*

- (a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion.*
- (b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies).*
- (c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.*

All program courses are documented on candidate transcript. At the end of the program, a credential analyst uses Degree Tracker or the DPE (Degree Program Evaluation) to verify all credential requirements are satisfied.

Admission documents are stored electronically. Credential analysts store credential issuance records and all pertinent student records digitally at completion of program. Pre-COVID paper files of completed students are purged after seven (7) years of CTC posting of credential.

Pre-COVID paper student records are stored in file cabinets in offices and locked when office is closed. Access to locked cabinets is minimal and exclusive to credential advisors and program chairs. Digital records are stored on the University's secure network server.

[See letter of assurance](#)

(12) Disclosure. *Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide.*

No outside organizations provide any direct educational services as all or part of the educator preparation programs sponsored by The LaFetra College of Education. ([See letter of assurance](#))

Appendix 1: Catalog Entry: Teach-out Policy

<https://laverne.edu/wp-content/uploads/2021/07/La-Verne-Course-Catalog-2021-2022.pdf>

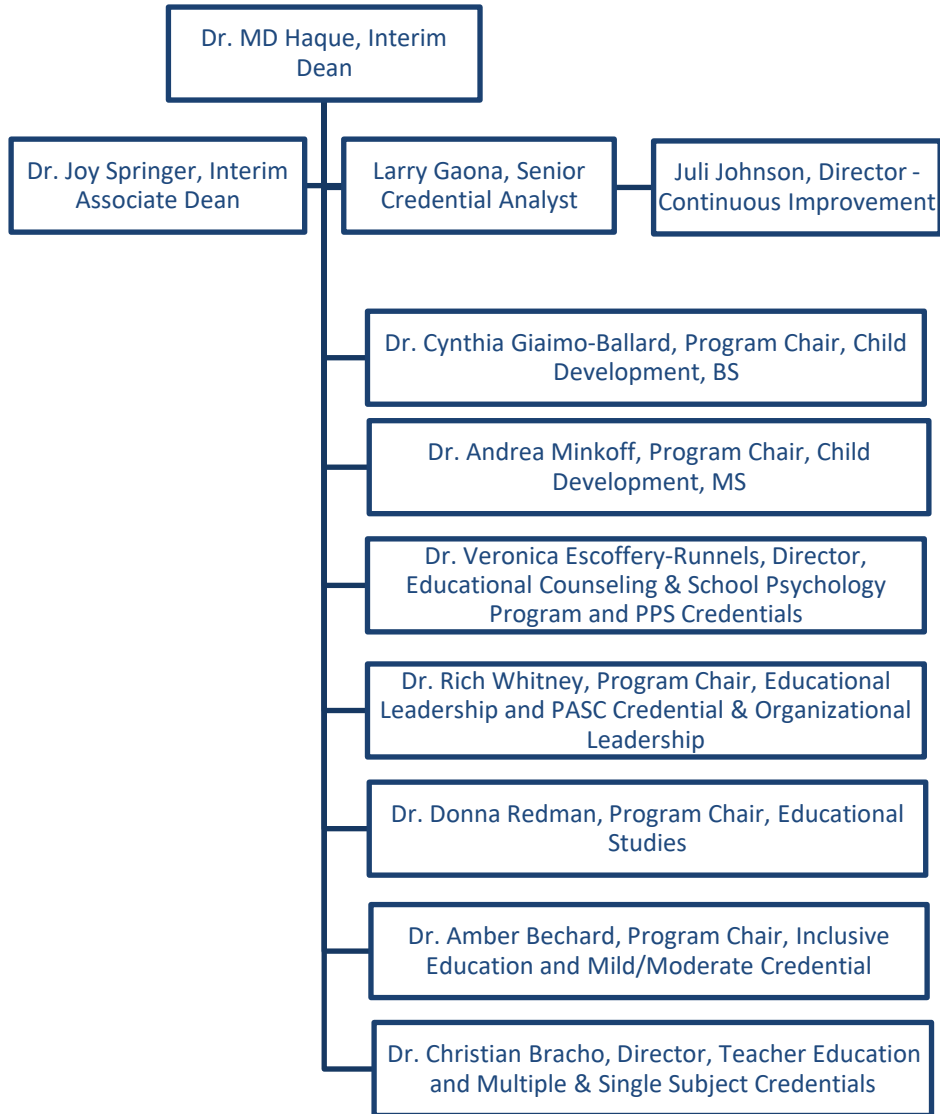
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Teach-out Policy: Occasionally, the University of La Verne discontinues a degree program at a particular location or for a specific delivery modality. In such cases a formal announcement is made to all enrolled students affected by the decision describing a teach-out plan with a timeline of course offerings that allows a reasonable time to completion. The University is obliged to offer all the courses and support necessary to complete the program for each student who started the program and maintained continuous enrollment in good standing. In addition, all students who have registered in a course in the program during the preceding 24 months and who will have successfully completed at least 50% of the semester hours required in the program will be offered all necessary courses to complete the degree at or near the location where they have been attending. Students who have not registered in a course within the preceding 24 months or who have not been continuously registered and completed less than 50% of the program will be advised of alternative options to the discontinued degree program. When teach-outs involve programs governed by a contractual agreement, all such agreements will be honored. The schedule for discontinuance and teach-out plan will be developed by the program chair (in consultation with the ROC Dean and Director, as appropriate) and approved by the college Dean and the Provost. The Provost will monitor implementation.

Appendix 2: LFEC Organization Chart

**University of
La Verne** | LaFetra College
of Education

Organizational Chart



Appendix 3: Catalog Entry: Policy Against Discrimination and Harassment

<https://laverne.edu/wp-content/uploads/2021/07/La-Verne-Course-Catalog-2021-2022.pdf>

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Policy Against Discrimination and Harassment: The University of La Verne is committed to maintaining a learning, working, and living environment for students, faculty and staff that is free from discrimination and harassment based on a person's race, color, religion, national origin, ethnic origin, ancestry, citizenship, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender (including gender identity and expression), marital status, age, physical or mental disability, medical condition, genetic characteristics, military and veteran status, or any other characteristic or status protected by applicable law. The University also prohibits discrimination and harassment based on the perception that anyone has any of these characteristics, or that anyone is associated with a person who has, or is perceived as having, any of these characteristics.

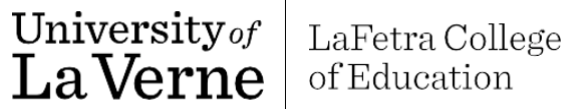
Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities, to women who are pregnant, and/or to accommodate religious beliefs and practices.

Sexual misconduct including, but not limited to, sexual assault, sexual exploitation, domestic and intimate partner violence and stalking is a form of sexual harassment and is also a violation of University policy.

Any person who believes they have been subjected to discrimination or harassment or the victim of sexual misconduct may utilize the University's complaint procedures. All such complaints will be promptly and thoroughly investigated through an impartial investigative process. It is against University policy and applicable law to retaliate against anyone who files a complaint or cooperates in the investigation of a complaint. Complaints may be submitted to the Office of Student Affairs and/or Office of Human Resources.

Information concerning the Policy Against Discrimination and Harassment and Policy Against Sexual Misconduct, compliance with applicable laws, statutes and regulations (such as Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973), and complaint procedures is available from the Office of Student Affairs, Office of Human Resources, or online at <https://laverne.edu/student-affairs/> or <https://laverne.edu/hr/>.

Appendix 4: Letter of Assurances



To: Commission on Teacher Credentialing, Accreditation Division
From: Dr. Joy Springer, Interim Associate Dean of the LaFetra College of Education

Date: March 31, 2022

Subject: General Preconditions Evidence Verification

This document serves as a statement of assurances by the Dean's office of the LaFetra College of Education. The Dean's office positively affirms the veracity of all statements in the University of La Verne General Preconditions report submitted on March 31, 2022, specifically those that require assurances:

- (2) Enrollment and Completion.** Assurance that the institution understands that once it accepts and enrolls a candidate in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate:

 - i. completes the program;
 - ii. withdraws from the program;
 - iii. is dropped from the program based on established criteria; **or**
 - iv. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.

- (3) Responsibility and Authority.** Assurance that no one other than employees of the approved institution will submit credential recommendations and that any individual who is recommending will always be a current employee of the approved institution.

- (5) Commission Assurances.** Assurance that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (b) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (c) assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.

- (6) Requests for Data.** Assurance that the institution understands that it is its responsibility to check the contact information listed on the Commission's approved program page and to make any necessary updates at least on an annual basis.

(7) Veracity in all Claims and Documentation Submitted. Assurance that all statements, documents, and information provided to the Commission by the institution is accurate and truthful.

(11) Student Records Management, Access, and Security. An assurance that student records are maintained at a central location or designated/main institutional site. And, and assurance that indicates the location in which the student records are housed are secured (locked cabinets or secure server) and not accessible by the public.

(12) Disclosure. That the institution does not use any outside entity to provide direct educational services to candidates.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Springer", written over a light yellow rectangular background.

Dr. Joy Springer, Interim Associate Dean

Appendix 5: Catalog Entry: Appeals

<https://laverne.edu/wp-content/uploads/2021/07/La-Verne-Course-Catalog-2021-2022.pdf>

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Appeals Procedures on Academic Matters: Students may appeal final grades, academic honesty decisions, most policy decisions, and they may submit academic grievances. All must be made in a timely manner, within four weeks of the action or decision in question. **All appeals must be submitted in writing only.** Administrative fees may be assessed. Please contact Academic Support and Retention Services for more information.

Final Grades: Procedures for appealing final grades are contained in the Final Grades section of this catalog. Appeals begin with the instructor of the course and then goes successively to the program chair or department chair, the college Dean, and the Provost. The decision of the Provost is final.

Academic Honesty: Procedures for appealing academic honesty violations are contained in the Academic Honesty section of this catalog. Appeals begin with the instructor and then may be taken successively to the program chair or department chair, college Dean, and Provost. The decision of the Provost is final.

Academic Disqualification (Undergraduate): Students who have been disqualified may not register for subsequent terms. A disqualified student may appeal for reinstatement to the Associate Vice President of Academic Support and Retention Services. An ROC student may appeal for re-instatement to the Dean of ROC. A plan to improve academic performance must be submitted and a contract signed. Appeals must be made immediately upon notification of disqualification.

Academic Disqualification (Graduate): Students who have been disqualified from a graduate program may not register for subsequent terms. A disqualified graduate student may appeal for reinstatement to the Academic Dean of his or her college. Should the dean reinstate the student and the student not meet the conditions specified at the time of reinstatement, academic disqualification will result.

Academic Policy Exceptions: Appeals for exceptions to academic policy must be submitted to the Undergraduate Appeals Committee or the Graduate Appeals Committee. **Appeals must be made in writing within one year**, on the appropriate appeals form, with the signatures of the academic or program advisor and appropriate course instructors. Students are advised to write a detailed statement indicating the reasons they are requesting the exception to university policy and provide supporting documentation to substantiate their reasons. Each appeal is carefully reviewed by the committee and a decision is sent to the student's La Verne email address. Students can obtain this form from the Office of the Registrar. Graduate students may obtain this form from Graduate Academic Services or their Regional Campus Office. **Appeals Committee decisions may be challenged with a written appeal to the Provost.** The decision of the Provost is final.

Appendix 6: LFCE Faculty – Public School Participation

Allen, Jacquelyn (Jackie)	Supervision
Beasley, Devin	Professional Development
Bechard, Amber	Professional Development, Supervision
Beltran, Valerie	Supervision
Bracho, Christian	Professional Development
Decker, Jessica	Supervision
Escoffery-Runnels, Veronica	Supervision
Flemington, Anita	Professional Development
George-Williams, Gyasmine	Supervision
Ibarra, Laura	Supervision
Jarman Dunn, Nancy	Consultant/Professional Development
Mac, Sylvia	Supervision
Madhuri, Marga	Supervision
Mangahas, Ann	Professional Development
Matamala, Shana	Supervision
Mitchell, Kimberly	Supervision
Montes, Adonay	Supervision
Rodriguez, Esmeralda	Supervision
Saldana, Justiniano (Justin)	Supervision
Springer, Joy	Supervision
Stachowiak, Bettye	Supervision
Walker, Nancy	Professional Development, Supervision