

Dear (student name),

I am writing to inform you that after deep consideration, the Master of Arts in Teaching (MAT) Program will regretfully no longer continue admitting students into the program as it is not possible to offer this program in the future. The MAT Program will therefore be closing once the current class graduates in June 20XX.

A teach-out plan has been activated, and it is our hope that all currently enrolled students complete the program and graduate at the end of this academic year. The MAT program will therefore not be enrolling any new candidates for the subsequent academic year 20XX – 20XX (+1).

All MAT courses will continue to be offered until the current MAT cohort completes all degree requirements, with the anticipated completion date as July 31st, 20XX (Commencement). The closing of the program therefore will not impact your ability to graduate at the end of this academic year provided that a grade of C or higher is attained for all courses, as well as a cumulative GPA of 3.0 is achieved in order to graduate. If you are unable to complete all degree requirements by graduation date, special permission from the Dean will enable you to complete the degree requirements with a supervised independent study with MAT faculty or staff member, or relevant replacement courses taken at the main campus.

The following resources will be made available to all students in the current MAT cohort:

- An individual academic plan detailing all current outstanding coursework, credential requirements and a plan of completion by July 20XX.
- Study/work group and tutors available for assistance in relevant courses (final paper).
- One on One regular academic meetings with MAT Program Director to check progress.

Staff available for support:

- **MAT Director & Student Advisor**, .....: Questions about closure, academic plan, current progress, tutoring and extension of due dates requests.
- **Credential and Practicum Coordinator**, .....: K-12 single subject credential requirements, CalTPA and timeline (testing and paperwork).
- **Student Registrar**, .....: Transcripts, grades, quarterly GPA, course registration.
- **Admissions and Student Services Director**, .....if considering transferring to another institution.
- **Dean of the Conservatory**, .....: Permission to pursue and independent students or coursework at main campus if MAT degree requirements are not met by graduation, July 20XX.

COVID-19 Provisions:

As previously shared, on May 29th, 2020, the Office of the Governor took action that assists credential candidates impacted by the health and safety restrictions related to COVID-19. This action includes the postponement of CalTPA assessments required for a preliminary credential. The statutory requirement for candidates to complete the Teaching Performance Assessment (TPA) for issuance of a preliminary credential is temporarily suspended and moved to the Clear Credential requirements. Candidates may be issued a preliminary credential without completion of the TPA but will be required to complete the TPA assessment in order to qualify for the Clear Credential.

Candidates in the 2020-21 MAT Music cohort who have successfully completed the following credential requirements are eligible to be recommended for the K-12 Preliminary California Music Teaching Credential with the CalTPA Renewal Code: Basic Skills Requirement (CBEST), Constitution Exam, CPR Certification, Certificate of Clearance, and TB-negative test, Subject Matter Testing Requirement (Music CSET I, II, III), and all Student Teaching responsibilities. Further requirements include successful completion of all MAT coursework, Classroom Research Project (thesis), Individual Development Plan, valid undergraduate transcripts (according to CTC requirements) and a minimum 3.0 GPA. Evidence of completion for all the above requirements should be uploaded to your credential folder on the OneDrive in order to be evaluated through the credential analysis procedure. As already advised, candidates who are recommended with the CalTPA Renewal Code and receive the initial credential will complete outstanding Teacher Performance Assessments as part of an induction program to clear the K-12 Preliminary Credential.

We ask that you work closely with the MAT Director, staff and program faculty to ensure you are aware of all program requirements, have a timeline planned and to reach out when assistance is needed. You will be provided an academic plan that, if followed, will enable you to complete the degree plan within the teach-out period. The MAT Program, faculty and staff are committed to ensuring that you receive the highest standard of programming through to the end of the teach out period and look forward to supporting you in your endeavor to complete your MAT degree.

Sincerely,

Signature:

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