

ALABAMA COMMISSION ON HIGHER EDUCATION  
STUDENT ASSISTANCE  
ADMINISTRATIVE CODE

CHAPTER 300-4-12  
ALABAMA MATH AND SCIENCE TEACHER EDUCATION PROGRAM

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**300-4-12-.01    Organization.**

(1)            It is the responsibility of the Alabama Commission on Higher Education (ACHE) to establish rules and regulations for the administration and implementation of the Alabama Math and Science Teacher Education Program (AMSTEP). The program will be administered in accordance with the policies and procedures established by the Alabama Commission on Higher Education.

(2)            The Alabama Commission on Higher Education appoints such staff as are necessary to ensure efficient operation of the program and is the final authority in determining eligible program applicants.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq.  
Alabama Act 2017-335.

**History: New Rule:** Filed December 12, 2017; effective  
January 26, 2018.

**300-4-12-.02    Definition Of Terms.**

(1)            Eligible Institution - Institutions must meet both of the following criteria in order to participate in the program:

(a)            The institution must be accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);

(b) The institution must have programs approved by the Alabama State Board of Education (ALSBE)/Alabama State Department of Education (ALSDE) to prepare teachers in math or science.

(2) Eligible Student - In order to participate in the program, recipients must:

(a) be an Alabama resident;

(b) attend an eligible participating institution of higher education;

(c) be unconditionally admitted to an ALSBE approved program in math or science based on that institution's admission criteria (to include the PRAXIS Core Test or any other such test subsequently approved to take its place by the ALSBE);

(d) be one of the following:

1. undergraduate junior or senior enrolled in a secondary education program in math or science and taking  $12 \geq$  semester hours, with preference given to students classified as seniors,

2. currently certified teacher enrolled in courses to earn certification in math or science,

3. a graduate student enrolled in a secondary math or science Alternative Class A program approved by the ALSBE;

(e) maintain the required College/School/Division/Department of Education GPA (cumulative). Note: If the student fails to meet GPA requirements at the end of a semester, the student's remaining award balance must be given to another eligible student;

(f) sign a letter of acceptance for the award;

(g) sign a statement that they intend to:

1. finish the program in which they are enrolled,

2. meet all testing requirements,

3. apply for an Alabama Educational Certificate.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq. Alabama Act 2017-335.

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**300-4-12-.03 Disbursement Of Funds.**

(1) Institutions will be required to submit a Request for Proposal (RFP) to participate in the program. The RFP will be developed by the staff of the Commission on Higher Education and is subject to change each year.

(2) The staff of the Commission on Higher Education will select the participating institutions based on the following criteria:

(a) Previous experience in credentialing persons in math and science (30%);

(b) Design/Plan for increasing students credentialing in math and science education (50%),

(c) Ability to credential persons to teach in communities where shortages in math and science teachers is acute. (20%),

(3) Each selected institution will receive a percentage of the total funds available to be used to provide scholarships based on their response to the RFP.

(4) No indirect /administrative cost can be charged to the scholarship by the institution.

(5) Once each institution's overall percentage of the total awards has been determined, each institution will receive its designated percentage of the funds available for each quarter. In FY 2017-18, the first increment will be available on January 1, 2018. In subsequent fiscal years, these increments will be available on October 1, January 1, April 1 and July 1 of any given fiscal year.

(6) Funds awarded in any given award year can be used for a period of two years.

(7) Institutions will have the flexibility to determine the number of awards distributed and the amounts to be received; however, awards cannot exceed the tuition and cost of instruction fees of the institution per semester.

(8) Participating institutions must:

(a) sign a Program Participation Agreement (PPA) with ACHE each fiscal year;

(b) identify recipients based on ACHE established student eligibility criteria;

(c) certify to ACHE that recipients meet all the eligibility requirements;

(d) submit vouchers to ACHE at the end of each quarter of the fiscal year for payment. ACHE will not disburse checks to students;

(e) meet the following reporting requirements (Data will be reported to ACHE. Failure to meet all reporting requirements will jeopardize an institutions eligibility to participate in the program):

1. percent of recipients that graduate,
2. percent of recipients who pass the PRAXIS math and/or science test, depending on their field(s) of study,
3. the number of recipients that are teaching in Alabama public schools.
4. the number of recipients that are teaching in designated high demand areas.

(9) If a student whose eligibility for a grant has been certified by an approved institution becomes ineligible for a grant before the expiration of the institutional tuition refund period, the grant funds, the student's remaining award balance must be given to another eligible student.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq. Alabama Act 2017-335.

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**300-4-12-.04 Maintenance Of Records.**

(1) An annual report regarding the success of scholarship students will be required. The report will include the data described in 300-4-12-.03 (e).

(2) Each approved institution shall establish and maintain on a current basis adequate records which reflect all transactions with respect to program and fiscal activity as they relate to the administration of the Math and Science Education Program. The records must be maintained in such a manner as to identify all program and fiscal transactions separately from other institutional activities and funds.

(3) The records for any award period shall be retained for a period of five (5) years following the date of submission of the institutional award list, unless a longer retention period is necessitated because of program review or audit resolution problems. In the event an approved institution closes or otherwise ceases operation and fails to matriculate students, institutional program records of the approved institution shall be forwarded to ACHE for retention.

(4) Forms must be used to gather data in a uniform manner from each applicant; such forms shall contain information relative to all eligibility criteria for an award. Fiscal records pertaining to the operation of the program at an approved institution must be maintained in a manner which provides a clear audit trail.

(5) The Executive Director of the Alabama Commission on Higher Education, or any of the Director's duly authorized representatives, will have access, for the purpose of review and examination, to program records and supporting documents maintained by the approved institution.

(6) The records involved in any claim or expenditure which has been questioned by program review or by state audit must be retained until resolution of any such review or audit questions.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq. Alabama Act 2017-335.

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### **300-4-12-.05 Appeals.**

(1) Any person or institution aggrieved by the actions of the Commission in its administration of this rule may, by written petition filed with the Commission within thirty (30) days after notice of the action complained of, request a rehearing by the Commission. The Commission shall schedule the

requested rehearing no less than twenty (20) days, nor more than thirty (30) days after receipt of the petition. The aggrieved party may present written and oral evidence supporting its petition and may be represented by counsel, if desired. The decision of the Commission following the rehearing shall be final.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq. Alabama Act 2017-335.

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**300-4-12-.06 Reporting.**

(1) ACHE shall submit a report to the Governor and to the Chairs of the Senate Committee on Finance and Taxation-Education and the House Ways and Means Education Committee and the Legislative Fiscal Officer within 60 days after October 1, 2017 regarding the steps being taken to implement this program.

(2) ACHE shall submit an annual report with 30 days after September 30, 2018 including updates on all aspects of the program.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq. Alabama Act 2017-335.

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