REQUEST TO TAKE COURSE WHILE STUDENT TEACHING
(Complete form and secure signatures before submitting application)

Teacher Candidate Name: ___________________________ A#: ___________

Semester/Year of Internship: ___________________________________________

Area(s) of Certification (Major): _______________________________________

Course Requested: _______________ Days/Time: ___________ Credits: ________

Taking an additional course while student teaching is strongly discouraged. Such a request must demonstrate that the course will not interfere in any way with student teaching responsibilities. In considering this request, the following guidelines will be used:

1. The student must submit a written request.
2. The undergraduate student’s GPA must be at least 2.75 in Education and 2.5 in major. Graduate candidates must have a minimum GPA of 3.00 in Education and in major.
3. The requested course must be required for graduation or for a minor or major program.
4. The student must demonstrate that the course cannot be taken at some other time in his/her schedule without creating undue hardship on the student.
5. Any coursework requested must be scheduled after 4:00 PM.
6. The student’s advisor and department chair must make a recommendation.

Student’s Reason for Request: (Use back of form if needed.)

Student’s Signature: __________________________________ Date: ___________

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SIGNATURES:            APPROVE    DENY    DATE

____________________________________  _________  _________  ___________

Education Advisor

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Department Chair

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DEPARTMENT OF EDUCATION, THE UNIVERSITY OF ALABAMA IN HUNTSVILLE, 2011