

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
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Education Advisor			
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Department Chair			
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