REQUEST TO TAKE A COURSE WHILE STUDENT TEACHING
Complete form and secure signatures before submitting to Education Support Center.

Name ___________________________________________ Student ID ____________________________
Email address ________________________________________________________________________

Local Address __________________________________________ Local Phone Number ___________

Course Requested __________________________ Day/Days ____________ Time __________ Credits ______
GPA at the time of request ___________

Taking an additional course while student teaching is strongly discouraged. Such a request must clearly 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 student’s GPA must be at least 3.0 (Refer to special course overload policies in the current schedule of classes if taking more than 19 hours.)
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. The student’s advisor and program coordinator must make a recommendation.

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

________________________________________
Date _____/_____/_______
Student Signature

SIGNATURES:

Do Not Object Do Not Recommend Date

Education Advisor ____________ ____________ ____________

Program Coordinator ____________ ____________ ____________

Director, Education Support Center ____________ ____________ ____________