



Education Support Center

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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.)

Student Signature Date

Table with 4 columns: SIGNATURES, Do Not Object, Do Not Recommend, Date. Rows for Education Advisor, Program Coordinator, Director, Education Support Center.