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**Education Support Center**

**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 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**SIGNATURES:**

**Do Not  
Object**

**Do Not  
Recommend**

**Date**

\_\_\_\_\_  
**Education Advisor**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Program Coordinator**

\_\_\_\_\_

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\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Director, Education Support Center**

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