

DePaul University College of Education
Request for Exception to STUDENT TEACHING POLICY

This form is to be used by students requesting exceptions to academic policy as outlined in the DePaul University course catalog, the DePaul University website, and the College of Education handbook or any other written materials. This form is to be used only in extenuating circumstances and must be accompanied by appropriate documentation in order to be considered. You should consult with your academic advisor prior to submitting your request. To schedule an appointment, go to Campus Connection and click on the Advising Center tab.

When completed, please submit this form to the Office of Field Experiences and Student Teaching (College of Education 2247 North Halsted Street #223 Chicago, IL 60614) or by e-mail to kliston@depaul.edu.

Name: _____ DePaul ID#: _____

E-mail: _____ Phone: _____

Local Address: _____

2015-2016 Registration and Enrollment Deadlines				
	Autumn	Winter	Spring	Summer
Last day to add classes	9.15.15	1.10.16	4.3.16	consult advisor
Last to drop classes w/100% refund	9.22.15	1.17.16	4.10.16	consult advisor
Last day to select pass/fail option	9.22.15	1.15.16	4.8.16	consult advisor
Last day to withdraw from classes	10.27.15	2.21.16	5.15.16	consult advisor

- Extend Student Teaching CLEARANCE DEADLINE**
 Requests for academic clearance issue consideration may be submitted. A valid request might occur when you have applied to student teach on time but failed a Content Area Test prior to final clearance. If another testing opportunity exists prior to the start of Student Teaching, you may apply for an exception to complete the requirement and have your clearance reevaluated. **DEADLINE: varies by quarter: 1st Monday in April for Fall; 1st Monday in July for Winter; 1st Monday in December for Spring.**

- OUT-OF-STATE Student Teaching Request**
 Requests for out-of-state Student Teaching are granted only on rare occasions and require a statement of hardship for consideration. Valid reasons for the request include health-related issues; change in employment status or employment opportunity; personal hardship; or course-related issues. Please note that additional costs may be associated with out-of-state Student Teaching. **DEADLINE: same as Student Teaching Application deadline.**

- Student Teaching in YOUR OWN CLASSROOM REQUEST**
 In order to submit this request, you must have at least two years of supervised classroom teaching experience. Attach a completed Application To Student Teach In Your Own Classroom form to this request. **DEADLINE: same as Student Teaching Application deadline.**

- DEFER Student Teaching**
 If extenuating circumstances exist, you may request a deferral of your Student Teaching placement. Valid reasons would only include health-related issues; change in employment status or employment opportunity; personal hardship; or course-related issues.

In the space provided below, please explain the reason for your request. You must attach all supporting documents to this form.

I understand that I am financially responsible for any action that may occur as a result of my filing this request. I further understand that completing this form does not guarantee that my request will be granted.

Signature _____ Date: _____

FOR OFFICE USE ONLY:

Final Decision:

_____ deny _____ approve _____ initials _____ effective date

Comments: