

5. Criminal Background Check (Any felony conviction or probation could prevent a candidate from passing a criminal background check.)
6. Email confirmation of application to the Student Teaching Program.
7. If previously employed by a school district, official copy of district service record to prove one year or more of service in order to substitute for 9 hours of student teaching. (Note: The corresponding block class (ED 4315 or 4323) must still be taken and the 9 SCH must be substituted with other coursework.)

The Director of Field Experiences must approve all applications. Candidates applying after the deadline date for the student teaching semester must petition the Director of Field Experiences for approval before an application will be accepted for review.

All applicants must possess sound physical health, sound mental health, and acceptable moral character. The Admission, Retention, & Dismissal Subcommittee may require the candidate to undergo physical and/or psychiatric evaluation.

Appeals Process

Candidates who are denied admission to the Student Teaching Program have a right to appeal the decision.

To appeal:

1. Contact the Director of Field Experiences to start the appeals process.
2. Write a letter to the Admission, Retention and Dismissal Committee.
3. Identify what you are appealing - GPA, missing coursework, etc.
4. State why you believe that an exception should be granted.
5. Submit the letter within 5 days of receiving the denial.

The candidate should be available if the Admission, Retention and Dismissal Committee wish a personal appearance and statement. Contact the Director of Field Experiences at 325-942-2520 if you need further information on the appeals process.