

***STUDENTS MAY APPEAL ONLY ONCE FOR
CONDITIONAL ADMISSION TO TEACHER CANDIDACY***

**NORTHWESTERN STATE UNIVERSITY
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT**

To: Students Filing Appeals

From: Suzanne Williams, Coordinator
Student Services for Graduation & Licensure

Re: Completion of the appeals form and
Substantive Mitigating Circumstances

A student who does not meet requirements for admission to teacher candidacy and/or retention in teacher candidacy may file a written appeal with the Admissions and Retention committee of the College of Education and Human Development if he/she believes that substantive mitigating circumstances exist.

NOTE: STUDENTS MAY APPEAL ONLY ONCE FOR CONDITIONAL ADMISSION TO TEACHER CANDIDACY.

Appeals will not be considered unless all three pages of the appeal form are completed. Incomplete forms will be returned. In addition, the student **must** attach to the form documentation (proof) of the mitigating circumstances.

APPEALS WILL NOT BE CONSIDERED WITHOUT SUPPORTING PROOF OF EXTENUATING CIRCUMSTANCES.

Instructions for Completion of the Appeals Form

Page One: The Coordinator of Teacher Candidacy and Certification will complete the GPA and PRAXIS part of the page.

Page Two: The student must indicate plans for completion of the degree beginning with the semester for which conditional admission to teacher candidacy is being requested and ending by listing the semester student teaching will be completed.

Page Three: The student must fully explain the mitigating circumstances that have delayed meeting requirements for admission to teacher candidacy. **Your advisor must sign page three.**

Substantive Mitigating Circumstances

Substantive mitigating circumstances are circumstances beyond the student's control which have prevented the student from meeting requirements for admission to teacher candidacy. The following are examples of circumstances **not** generally considered either substantive or mitigating:

- ! The PRAXIS tests scare me.
- ! Science is difficult.
- ! I couldn't get in MATH 1060.
- ! I didn't know I had to complete my courses with a grade of C or better.
- ! I couldn't take a first year course because of my work schedule.
- ! The PRAXIS tests don't reflect my ability to teach.

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**NORTHWESTERN STATE UNIVERSITY
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APPEAL FOR CONDITIONAL ADMISSION TO TEACHER CANDIDACY**

Name _____ Date _____

NSU I.D. _____ Cellular # _____ Major _____

NSU E-Mail address _____

Local Address _____ Permanent Address _____

City State Zip

City State Zip

Advisor Name: _____

Have you previously appealed for conditional admission to teacher candidacy? ____ Yes ____ No

Are you a transfer student? ____ No ____ Yes

When did you first enroll at Northwestern? Semester _____ Year _____

When did you first enroll as an education major? Semester _____ Year _____

Please list all requirements for candidacy that you have not met (e.g., GPA, PRAXIS, course not taken, grade below C).

Please list the course or courses to which you are seeking admission:

This section will be completed by the Office of Teacher Candidacy and Certification.

GPA: _____ **Hours Completed** _____ **Quality Points** _____ **ACT:** _____ **SAT:** _____

PRAXIS CORE Scores

Reading (156 required) _____ **Writing** (162 required) _____ **Math** (150 required) _____

Plans for Completion of Degree

Outline your plans for finishing your degree in education. Begin with the semester for which you are appealing for conditional admission to teacher candidacy.

_____/_____
Sem/Yr

_____/_____
Sem/Yr

_____/_____
Sem/Yr

_____/_____
Sem/Yr
