

**NORTHWESTERN STATE UNIVERSITY
SCHOOL OF EDUCATION**

To: Students Filing Appeals

From: Dr. Amber Hyatt, 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 or retention in teacher candidacy may file a written appeal with the School of Education Admissions and Retention committee if he/she believes that substantive mitigating circumstances exist.

NOTE: STUDENTS MAY APPEAL ONLY ONCE PER DEFICIENCY 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 Student Services for Graduation & Licensure will complete the GPA and PRAXIS sections 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 when residency or 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. **The student's 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** considered either substantive or mitigating:

- ! Science is difficult.
- ! I couldn't register for MATH 1060.
- ! I didn't know I had to complete my courses with a grade of C or better.
- ! I couldn't take a course because of my work schedule.

**NORTHWESTERN STATE UNIVERSITY
SCHOOL OF EDUCATION
APPEAL FOR CONDITIONAL ADMISSION TO TEACHER CANDIDACY**

Name _____ Date _____

NSU I.D. _____ Cell # _____ Major _____

NSU E-Mail address _____

Advisor Name: _____

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

Are you a transfer student? _____ No _____ Yes

Please list all requirements for candidacy that you have not met (e.g., GPA, 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: _____

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.

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Sem/Yr

/

Sem/Yr

/

Sem/Yr

/

Sem/Yr

Explanation of Mitigating Circumstance

Explain the substantive circumstances that have kept you from fulfilling the requirements for admission to or retention in teacher candidacy. **Documentation must be provided.**

Your Education advisor must sign this page.

[illegible]

Student Signature

Date

Your appeal must be reviewed and signed by your Education advisor.

I HAVE REVIEWED THIS STUDENT'S PROGRAM AND FIND THAT THIS PROBLEM CANNOT BE RESOLVED BY ADVISEMENT OR CHANGE OF SCHEDULE.

Education Advisor's Signature

Date _____