

Steps to Complete the Form (Student)

1. Complete the Student Information and Course Information sections completely.
2. Obtain the requested Primary Advisor and Major Department Chair signatures.
3. Take the completed form to COE 207. (**OPLE will obtain Dean's signature**)

Date of Request: _____ Cumulative GPA: _____

Name: _____ Email: _____

Address: _____

M#: _____ Phone: _____

Major: _____ Minor: _____

Student Teaching Semester: _____ Year: _____

Course Title/Number: _____

Day/Time/Delivery of Course Requested: _____

Please provide an explanation regarding the nature of the request stating specific reasons for taking the course during the student teaching semester, (attach additional information if necessary)

Teacher Candidate:

Date:

Major Advisor:

Date:

Major Department Chair, COE:

Date:

Approved by Dean, COE:

Date:

In Accordance with the [Tennessee Educator Preparation Policy](#):

No courses may be taken by candidates during the student teaching clinical practice. In exceptional cases, candidates may seek the approval of the head of the college or department of education to take no more than one additional course during student teaching clinical practice provided: (1) the course does not interfere with the candidate's full participation in all activities associated with student teaching and (2) no other opportunity exists for the candidate to take the course before completion of the educator preparation program.