

**Steps to Complete the Form (Student)**

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

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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:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Minor 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.