Request to Complete Degree Program without Teacher Certification

DOCUMENTATION OF EXTENUATING CIRCUMSTANCES IS REQUIRED WITH SUBMISSION OF THIS REQUEST

Name ____________________________ Texas State ID# ____________________

This section to be completed by student

☐ I understand that if approved, I must satisfy all other University and college degree requirements for awarding of a degree. This includes a minimum total hour requirement of 120, which may result in additional required coursework. Texas State University will not recommend me to the Texas Education Agency (TEA) for teacher certification.

_____________________________ _____________________________
Signature Date

This section to be completed by Department Chair or Faculty Program Coordinator

☐ I have reviewed the student’s request and consider this to be an exceptional circumstance.
☐ I approve completion of the student’s currently declared degree program without Student Teaching.

_____________________________ _____________________________
Signature Date

STUDENT NEXT STEPS IF APPROVED:

☐ Return signed form to your Academic Advisor.

FOR OFFICE USE ONLY

ADVISOR NEXT STEPS:

☐ Update student’s Degree Audit to reflect that Student Teaching is no longer required.
☐ Notify student of all remaining degree requirements.
☐ Scan and attach this form in an email to oep@txstate.edu.

OFFICE OF EDUCATOR PREPARATION (OEP) NEXT STEPS:

☐ Remove TCERT cohort code from student’s Banner record.
☐ Revoke test approval.
☐ Notify the Texas Education Agency (TEA) about student’s change of status.

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