

Request for Consideration of Extenuating Circumstance(s) for Admission or Continuation in the College of Education Teacher Education Programs

College of Education

Office of Teacher Education

The Professional Standards & Appeals Committee consists of Faculty members from each Teacher Education related department: Elementary Education, Secondary Education, Kinesiology, Early Childhood, Special Education & Bilingual Education. The Committee rigorously adheres to the Teacher Education's admission standards unless there are very unusual and/or extenuating circumstances.

The process for requesting consideration of extenuating circumstances related to admission to the Teacher Education program or the Professional Year, or any component of a field experience, as outlined in the Undergraduate Catalog (Department of Curriculum, Instruction, & Foundational Studies), is as follows:

1. Complete the Request for Consideration of Extenuating Circumstance(s) Form (attached). With the form, the student must also submit:
 - a. A well-written, typed letter addressed to the Professional Standards & Appeals Committee. The letter must include adequate justification of the unusual and/or extenuating circumstance(s).
 - b. Supporting Documentation of unusual and/or extenuating circumstance(s)
 - c. A copy of the student's denial email/letter indicating the reason(s) of denial from Teacher Education or Professional Year. If the appeal is not related to admissions issues, this does not need to be included in the appeals packet.
2. Prior to submitting the Request for Consideration of Extenuating Circumstance(s) form to the Committee, it must be reviewed by the student's advisor. The student's advisor must sign the form. This signature does not indicate support of the appeal, just that it has been discussed with the advisor.
3. The Professional Standards & Appeals Committee only meets once per month during the academic year. Requests will be reviewed at the next available meeting. All materials for a request must be submitted to the Office of Teacher Education (E722) no later than the 1st Friday of the month before the meeting.
4. Once the Committee makes a decision to approve or deny the request, the student will be notified via email (BSU student email account) the decision. If the Committee approves the request, the student will be granted the status approved, under the conditions stipulated by the Committee. Students who are admitted to a program with conditions, cannot move on to the next level (Professional Year or Student Teaching) until all conditions have been met.
5. Resulting decisions will be placed in the student's file.

All requests are reviewed on a case-by-case basis. If you have any questions regarding this process, please contact the Office of Teacher Education (Lori Pierce-French) at 426-1528 or lfrench@boisestate.edu

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By submitting this form you are requesting that an exception to College of Education procedures and policies be made. Requests must be based on extenuating circumstances and require supporting documentation. Please note that lack of knowledge of criteria, work requirements, inability to attend courses, or inability to pass Praxis exams do not of themselves qualify as extenuating circumstances. Extenuating circumstances are defined as situations that are completely beyond a student's control (deployments, extended illness, etc.).

1. Student Information:

Date Submitted: _____

Student Name: _____ ID# _____

Boise State Email Address: _____

Major: _____ Catalog Year _____

2. Requesting Consideration for (check one):

Teacher Education
Check item

☐ Late Application

☐ Praxis I

☐ Course Requirements

☐ GPA (list GPA): _____

Professional Year
Check item

☐ Late Application

☐ Praxis II

☐ Course Requirements

☐ GPA (list GPA): _____

☐ Placement issue

Other (Specify): _____

3. **Attach written request for consideration that includes reasoning that would justify exemption to College of Education procedures and/or policy. Attach supporting documentation.**
4. **Advisor signature indicates that student has met with Advisor and presented situation and documentation.**

Advisor Signature: _____ Date: _____