

Applying for Upper Division:

When filling out this application, please be aware that you must:

1. Supply all information that is requested. Incomplete applications will not be accepted.
2. List the mailing address where you currently receive mail—include the street/box number, city, state, and zip code. All components are needed to make sure the mail is not only delivered to you but also in a timely fashion. If this changes after you turn in your application, it is your responsibility to inform the Office of Student Services in MDD 105.
3. Obtain all the required signatures on the second page. You (the student) sign under the Student's Statement, a faculty member other than your advisor must sign as the Professional Endorsement, and your advisor signs the bottom line.
4. Turn in a letter requesting an extension to meet the requirements if you are not yet eligible for Upper Division. You are not eligible if you lack one or more of the following requirements: 2.5 or higher GPA, all courses listed in your freshmen year in your curriculum, and/or Praxis I: PPST passing scores or ACT waiver of 22 or higher. Use the sample letter as a guide when writing this letter.
5. Turn in a current copy of your transcript from the Registrar's Office. A printout from ULink is not acceptable.

Only complete applications meeting the above criteria will be accepted and reviewed by the College of Education Office of Student Services in MDD 105. Please know that you will not be admitted into Upper Division until you meet all the requirements. The letter you are writing is to request an extension to remain in the College of Education while you pursue the requirements. The purpose of the letter is not to request an exception; there are ***no exceptions*** for admittance into Upper Division for the College of Education. If you have any further questions about the application or admittance into Upper Division for the College of Education, please contact the Office of Student Services in MDD 105 in person or by phone: (337) 482-6681.

Official Signatures

Student's Statement:

I hereby certify that, to the best of my knowledge, all of the information by me on this form is complete and accurate. I understand that the incomplete or inaccurate information can be considered grounds for rejection of my application.

Notes: All students in the College of Education are subject to periodic **background checks** by the State of Louisiana and the University of Louisiana at Lafayette.

If you have ever been arrested for, charged with, convicted of, pled guilty or not contest to, or been sentenced for **ANY** criminal offense in **ANY** state, you will not be allowed to student teach or receive a teaching certificate from the Louisiana State Department of Education without an extensive appeal process that may or may not be granted by the State.

Student's Signature: _____ Date: _____

Professional Endorsement (Application requires completion of the statement below by another member of the UL Lafayette College of Education faculty).

In my professional judgment this student is qualified for admission to the degree program in teacher education (pending completion of all admission requirements).

Signature: _____ Date: _____

Position and Department _____

Signature of Advisor: I have reviewed this application and it is complete.

Advisor's Signature: _____

Comments:

Details That Must Be Included in Your Letter of Appeal

Name: _____ CLID: _____
Major: _____ Adjusted GPA: _____

To: Committee on Selective Admissions:

EXTENUATING CIRCUMSTANCES

I do not meet the GPA/Course/Praxis requirements to be admitted to Upper division
In the College of Education in _____ (list semester) because:

- Change of major (date when you entered the College of Education)
- Child care (details of children's ages, etc.)
- Employment schedule (specific details of hours worked per week, etc.)
- Family emergencies (please give details)
- Financial (tuition/examination costs)
- Medical (specific dates and details)
- Personal problems (be specific)
- Planning (failure to get good grades; wrong choice of classes, etc.)
- Praxis (failure to take or pass the PPST – Reading, Writing, Math exams)
- Pre-requisites (list specific course pre-reqs.)
- Other (be specific about details)

ACTION PLAN

I plan to make the following changes so I will be admitted to Upper division in the
College of Education as soon as possible:

Freshmen courses (list the semester when you plan to take courses remaining in the
freshmen year in your curriculum)

GPA (list current adjusted GPA and anticipated grads for current semester)
(List specific plans for courses you plan to repeat)

Extenuating circumstances – Elaborate on changes in your life which will guarantee
Admission to upper division at the end of the next semester.

See the next page for a sample letter:

SAMPLE LETTER

Name: _____ CLID: _____
Major: _____ Adjusted GPA: _____

Dear Committee on Selective Admissions:

I have completed all of my freshmen courses (although some grades were below a "C") and passed the Praxis I Core Academic Skills for Educator exams, but I was not able to meet the 2.5 GPA qualifications for the College of Education for Upper division during the Fall 2007 semester because of the following reasons:

1. My car broke down and I missed several classes which resulted in my grades being lowered one letter grade due to excessive absences. I checked with each of my instructors and I was told that there was no way that their absence policy would be waived.
2. One of my children, age 5, was hospitalized for 3 days with a severe case of pneumonia. I was unable to concentrate on my college classes and did not turn in several assignments.
3. Because of the unexpected costs of my child's hospitalization, I was unable to purchase the required extra textbooks for ENGL 102. The instructor required a short essay to be turned in each Friday, but I was unable to complete this assignment since I was not able to read the required essay or short story.

MY ACTION PLAN IS AS FOLLOWS:

1. Attend all classes as scheduled for the upcoming semester.
2. Establish a "back up" plan with my mother for when my child is sick so that I miss one or very few of my scheduled classes.
3. Apply for additional financial aid so that I can pay for my textbooks and keep my car in good repairs.
4. Repeat the following classes in which my grades were lower than a "C" so that I can raise my adjusted GPA to a 2.5 or higher:

HIST 222
ENGL 102
EDFL 106

Thank you for considering my request.

(signature)