



DEPAUL UNIVERSITY
COLLEGE OF EDUCATION

Request for Licensure Credentials

Name _____ DePaul ID: _____

Email: _____ Date: _____

Program Completed

- Superintendent LBS1
 Principal Reading Specialist
 Teacher Leader Reading Teacher

Requirements for Licensure

Master's degree earned Yes No School: _____

Completed DePaul's approved program Yes No

Passed TAP test (or ACT/SAT approved) Yes No

Passed content area test(s) Yes No Tests passed: _____

Passed Growth Through Assessment modules Yes No
(Principal licensure only)

Submit years of teaching documentation* Yes No

* Teaching experience must be officially documented by your employer on an "employment verification letter." The employment verification letter must be written by an individual who has the authority to verify your employment (usually a principal, assistant principal or Human Resources employee) and it must be written on employer letterhead. The letter must be dated and signed. It must explicitly state the number of years you have been employed, the name of your position(s) (for example, a 10th grade Political Science teacher), and the number of years you were employed on a full-time basis in that position.

** Reading Specialist requires 2 years of teaching on a license as the full time teacher of record. Principal requires 4 years of teaching on a license as the full time teacher of record.

Student Signature:

Date:

Submit completed form to the College of Education Advising Office.

or mail to the following address:
 DePaul University College of Education 2247 N. Halsted, Room 140 Chicago, IL 60614

Advanced Standing Exception Request Form — Continued

DePaul University College of Education

FOR OFFICE USE ONLY

Deny / Approve _____

Name _____ DePaul ID: _____

Email: _____ Date: _____

Requests for Continued Exceptions only apply to the TAP requirement. Not meeting the GPA minimum will not be considered. Course prerequisites will be enforced and this is an exception for the advanced standing requirement only. Only ONE continuation allowed. All information below must be completed.

PART I: Demonstrated commitment to improving skills and approval from Director of ASC.

Current GPA _____
Date of most recent TAP attempt _____
Date of upcoming TAP or ACT/SAT you are attempting _____
Date of recent ASC workshop participation _____
Date of upcoming ASC workshop participation _____
Approval for continuation by Nora Murphy _____ Signature _____

PART II: Approval from current or most recent Education instructors

Please list the education courses you are taking this quarter and obtain signatures from your instructors. Signature indicates approval that student should be allowed to continue taking advanced standing courses. Please list Education courses only.

Course _____ Instructor _____ Signature _____
Course _____ Instructor _____ Signature _____
Course _____ Instructor _____ Signature _____
Course _____ Instructor _____ Signature _____

PART III: Course selection

Continued Exceptions are limited to **ONE** Advanced Standing course for the next quarter (including summer). Indicate your course request below. The course must be open and available at the time you register. Please list Education courses only.

Course _____ Section _____

I acknowledge that this is an exception to academic policy and that continuation in Advanced Standing courses is based on successful completion of passing the TAP requirement and meeting the minimum GPA requirement. There is no guarantee that I will be able to apply the courses to a future degree if I have not successfully completed the TAP requirement.* **I also understand that I will not be allowed another exception.**

Signature: _____ Date: _____

* Depending on GPA, undergraduate students may choose to elect a non-certificate education degree program. This option is currently not available for graduate students. Graduate students may elect to apply for admission to another Education program.

Deadline: last day to add classes for the term.

Submit completed form to your COE Academic Advisor

or mail to the following address:

DePaul University, College of Education, 2247 N. Halsted, Room 140, Chicago, IL 60614