

Teacher Education Graduating Non-Certifiable Approval Process

For Internal Use Only -All documentation should be completed in advising notes

Instructions: Once you complete your step and fill in the columns for that step, please save and email it to the next step completer.

STUDENT NAME:		M#:						
STEP	STEP COMPLETER	PROCESS	DECISION			DATE	COMPLETER'S NAME	
1	Advisor	Student discusses graduating non-certifiable with advisor. Attach student's written acknowledgement to this form.						
2	COE Advisor or SEC Program Coordinator	a. Verify student is eligible to graduate without completing student teaching b. Verify student has met all other graduation requirements			a.			
					b.			
3	Program Coordinator	a. Indicate approve or deny the request to graduate non-certifiable. (If deny, notify student & process stops.) b. Indicate if the student is in good standing (academic and professionalism) with the program. c. Indicate whether school building and Cooperating Teacher have been contacted (if applicable).	APPROVE	DENY	a.			
			YES	NO	b.			
			YES	NO	N/A			c.
Program Coordinator/Advisor Comment:								
4	Department Head	Indicate approve or deny the request to graduate non-certifiable. (If deny, notify student & process stops.)			APPROVE	DENY		
5	COE Advisor or Director of Secondary Ed.	If graduating non-certifiable approved: a. Complete advising note to inform student: <ul style="list-style-type: none"> • of approval to graduate non-certifiable, • that they must meet all other graduation requirements, • if applicable, drop student teaching, • if returning to complete teacher certification, must meet all certification requirements in effect at that time • Student understands that MSU will not recommend them for teacher certification and 'Non-Certifiable' will be noted on their transcript. b. Inform Office of the Registrar Graduation Coordinator (Moon Knight) & Registrar (Rebecca Harbaugh) c. Force complete student teaching on Degree Audit and complete exceptions, if needed d. Verify Professional Ed. block is completed/resolved on Degree Audit			a.			
					b.			
					c.			
					d.			
6	Amanda Byrd, Field Placement Office	a. Notes non-certifiable in Banner Test Scores & Student Teaching Database						