

September 4, 2002

Dear Student Teacher:

In order to facilitate you fulfilling the requirements to student teach, the School of Education has conducted an audit to evaluate the requirements you still need to meet before the fall semester. Enclosed is an eligibility checklist resulting from your audit. Listed on it are requirements you still need to complete before student teaching. Following the directions below, respond to the items listed and return the checklist to the Student Services Office by the date indicated.

ELIGIBILITY CHECKLIST DIRECTIONS

1. Indicate how you plan to or have already completed each course listed. Indicate when courses will be taken or were taken to fulfill the deficient requirements or to raise GPAs
2. If exceptions or substitutions have been made for a course, you have tested out of a course, and/or you have removed an incomplete grade that appears in this audit, have a counselor complete and initial the exceptions section on the back of the checklist. Also have the counselor enter the information into the IUCARE system to prevent complications with this requirement at the time of your graduation.
3. Return the completed form to the Student Services Office by October 2, 2002.

An additional audit will be conducted just prior to the start of the fall semester. If you have not met all the requirements for student teaching at that time, you may not be allowed to student teach. This includes GPAs that may have slipped below the minimum since this initial audit.

This is not a final audit for graduation and additional requirements may be needed to graduate. Please see a counselor if you have any questions concerning graduation requirements.

I hope that this timely notification will facilitate you in meeting all requirements to student teach. If you have any questions concerning this audit, please call me at 317-274-6842. Best of luck during your student teaching.

Professionally Yours,

Dr. Linda L. Houser
Assistant Dean for Student Services