

Forms

Petition and Appeal Forms

Candidates may petition to have one course count for another course. For example, a candidate who transfers from another university may have taken a course that covered basically the same content as an IUS course, but it was not counted for the IUS course when the transcript from the other university was evaluated. An example of the petition form can be seen in Appendix D.

Candidates who would like to petition something other than a course substitution should use a form like the one in Appendix E.

Candidates who would like to appeal a decision of an instructor or program may do so. The candidate should obtain a copy of form in Appendix F and follow the steps outlined on the form. Please note that one side of the form is for academic appeals, the other side is for field experience appeals. Each form is an explanation of the “Due Process” for advancing appeals.

Application Form for Admission to the Secondary Education Program

Application forms may be obtained from your Secondary faculty advisor. An example of the application for admission to the Secondary Education Program can be found in Appendix G.

Application for Student Teaching

Applications for student teaching are passed out and collected in M314, General Methods for Senior High/Junior High/Middle School Teachers. An example of the application is available in Appendix H.

Application for Graduation

Applications for graduation are due no later than October 15 to be eligible to graduate in the following spring or summer. The application should be turned in to the School’s Records Specialist (Ms. Diana McCutcheon) in HH 0023. She can be reached at 812/941.2388 or dmccutch@ius.edu. Applications for graduation are available in a wall pocket in front of HH0023.

Teacher Licensing/Testing Information

Candidates who want to apply for their teacher license or who have questions about Secondary teacher licensing and testing should contact the Secondary Licensing Advisor (Mr. Jim Clements) in HH 0027. He can be reached at 812-941-2593 or at jlclemen@ius.edu.

OneStart

All IU students have access to the University's Web services through one portal called OneStart (www.onestart.iu.edu). Besides registration, OneStart allows students to manage their student business related to admission, academic services, financial aid, and more.

School of Education Website

Candidates are encouraged to visit the School of Education's website for further information. Go to www.ius.edu/education.

Transfer Students

Candidates who transfer to IU Southeast with credits from other institutions should first contact the University Admissions Office (812/941.2212). The Admissions staff will determine whether external coursework has an IUS equivalent. Once accepted, transfer students should meet with the appropriate Secondary subject area coordinator—this faculty member has the authority to determine whether undistributed external courses may count toward program requirements.