

STUDENT TEACHER INFORMATION FORM

Contact information for the semester

Semester to student teach _____ year _____

Name _____

Local Address _____

(Where you will be living semester of student teaching)

Address _____

Phone _____ Record # _____

Today's date _____ I expect to graduate (month) _____ (year) _____

email address _____

Total # of credits you expect to have earned at the end of this semester for your program of study _____

At the end of this semester, will you have completed all courses, general education and for the music education program, except student teaching? Yes _____ No _____

You must have completed your graduation requirements except this one course.

Praxis score for "Music Content test" _____ Attach copy of score.

All PRAXIS tests must be passed/taken before student teaching.

Are all Praxis tests completed except "Praxis final evaluation, form 430" to be done while student teaching? yes _____ no _____

I must see Music score, if you did not pass, you may retry during student teaching, but you can not graduate in music education program without a passing grade!!!

Attach current resumé, copy of any Praxis scores I do not have, permission to release information, current clearances if needed, TB test if needed, and graduation check form (your part filled out). I will mail your resumé, clearances, and TB results to the school district(s) where you will be teaching. I will give your graduation check form to your advisor to be completed while you are student teaching. Upon completion of the student teaching packet, I will mail a letter to you with your official assignment and dates. I will schedule you for student teaching. You will receive the student teaching handbook and syllabus from your supervisor the first day of student teaching at a meeting on campus. You will receive an Application for Certification form from Bonnie Burke.

Signature of student _____

Advisor: Please complete below.....

GPA now? _____

Admission packet done? _____ Received formal letter of admission? date _____

Checklist requirements for music education program (except Student Teaching) are done? _____

All required courses have a "C" or better? _____

Field experiences for Elementary Methods and Secondary Methods are done? copies in office? _____

PRAXIS complete _____

I checked that the above student is eligible to student teach.

Signature of advisor _____

Office check: Overall G.P.A. (Will check at end of semester, must be at least a 3.0) _____

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
DEPARTMENT OF MUSIC

Permission to Release Information

I, _____, hereby give consent to the Department of Music, Bloomsburg University of Pennsylvania, to release any and all records it may have in its possession to a school district or other site in which I may be placed for student teaching, practicum, or field studies in order to prove my qualifications. I realize that such records may include and not be limited to, academic (GPA and courses completed), health (TB screening results), FBI, Act 34 and Act 151 Clearances and disciplinary records, as well as my social security number for identification purposes. This release will expire upon commencement from Bloomsburg University or after completion of student teaching, practicum, or field studies, whichever is later.

Student Signature: _____

Address: _____

Telephone: _____

Date: _____

Return to:
Linda Fisher
Department of Music
Haas Center for the Arts
Room 168

FORM TO PARTICIPATE IN A GRADUATION CEREMONY FOR STUDENTS GRADUATING IN THE NEXT SEMESTER

IMPORTANT: THIS FORM IS ONLY FOR PARTICIPATION (WALKING) IN A GRADUATION CEREMONY PRIOR TO THE STUDENT'S ACTUAL GRADUATION DATE. THE STUDENT IS REQUIRED TO FILL OUT AN APPLICATION FOR GRADUATION IN THE SEMESTER OF HIS/HER ACTUAL GRADUATION IN ORDER TO RECEIVE HIS/HER DIPLOMA.

*****The Student's Name will only appear in the bulletin of the ceremony in which he/she is participating*****

May Graduation:

Deadline for student submission of this form is **March 15** in order to be eligible to participate in the commencement ceremony.

August Graduation:

There is no August commencement ceremony so August degree candidates must elect to walk in either the May or December ceremony. Deadline for student submission of this form is **March 15** in order to be eligible to participate in the commencement ceremony.

December Graduation:

Deadline for student submission of this form is **November 1** in order to be eligible to participate in the commencement ceremony.

*******TO BE COMPLETED BY THE STUDENT*******

Student ID Number

STUDENT'S NAME (PRINT legibly)

Your name as you want it to appear in the commencement program.

*****Name will only appear in the bulletin of the ceremony in which you are participating*****

PHONE: (____) ____ - ____ (where you can be reached if there are problems about your graduation.)

EMAIL ADDRESS (Bloomsburg University email only): _____

Select the graduation ceremony you will be attending: ☐ May ☐ December

Select the semester in which you will complete all of your graduation requirements.

☐ Spring Semester 20____ ☐ Summer Semester 20____ ☐ Fall Semester 20____

AREA OF STUDY: Indicate your major, with concentration area if appropriate.

Business: Major: _____

Liberal Arts: Major: _____

Education: Major: _____

Sec. Ed. 2nd Major: _____

Science & Technology Major: _____



APPLICATION FOR GRADUATION
(UNDERGRADUATE)



INSTRUCTIONS: A candidate for a bachelor's degree must complete the front of this form and submit to his/her department for verification of degree requirements. Secondary Education, double major, and dual degree students must submit two applications. The department/s will then review and approve/deny and submit the application to the Graduation Coordinator. If you have NOT met all requirements for graduation, your department will notify you.

MAY GRADUATION:

Deadline for student submission of this form is **FEBRUARY 1** in order to be eligible to participate in the commencement ceremony, for your name to be listed in the commencement program, for recognition of honors at the ceremony, and for a diploma to be ordered in your name. The department must submit this application to the Graduation Coordinator by **MARCH 15**.

***AUGUST GRADUATION:**

(There is no August commencement ceremony. Instead, August degree candidates may elect to "walk" in the May ceremony or to "walk" in the December ceremony.

Deadline for student submission of this form is **JULY 1**. The department must submit this application to the Graduation Coordinator on or before **AUGUST 1**.

DECEMBER GRADUATION:

Deadline for student submission of this form is **OCTOBER 1** in order to be eligible to participate in the commencement ceremony, for your name to be listed in the commencement program, for recognition of honors at the ceremony, and for a diploma to be ordered in your name. The department must submit this application to the Graduation Coordinator on or before **NOVEMBER 1**.

*******TO BE COMPLETED BY STUDENT*******

Student ID Number _____ **PRINT** your name as you want it to appear on your diploma and in the commencement program

PHONE: (____) _____ - _____ (Where you can be reached if there are questions about your graduation.)

E-MAIL ADDRESS: _____

Which semester will you complete **all requirements** for your degree? (If this date changes, contact the Graduation Coord.)

☐ Spring Semester 20_____

☐ * Summer Semester 20_____

☐ Fall Semester 20_____

AREA OF STUDY: Indicate your major, with concentration area if appropriate. (List only one major on this form. Complete another application if you are in secondary education, a double major or a dual degree student.)

Business: Major: _____

Liberal Arts: Major: _____

Education: Major: _____

Sec. Ed. 2nd Major: _____

Science & Technology: Major: _____

DO YOU PLAN TO PARTICIPATE IN THE COMMENCEMENT CEREMONY?

(If neither box is checked, your name will be recorded as not participating.)

☐ **YES**

☐ **NO**

***AUGUST GRADUATES:** Which ceremony do you plan to attend: o May o December o Not participating

Student Name: _____
Last First MI

***** DEPARTMENT APPROVAL *****

(This section is to be completed by the department of the major noted on the reverse.)

DEGREE PROGRAM: ☐ BA ☐ BS ☐ BSBA ☐ BSED ☐ BSN ☐ BSW

MAJOR (INCLUDE CONCENTRATION): _____ Cum. Credits Earned: _____

1. Will all curricular requirements for the **MAJOR** be completed by the time of graduation? ☐ YES ☐ NO, give explanation below
2. Has student taken developmental studies courses numbered 001 – 099? ☐ YES (Credits do not count toward graduation) ☐ NO
3. Will all requirements for the following **General Education SPECIFIC** areas be completed by the end of the semester indicated on the reverse?
 - a. COMMUNICATION ☐ YES ☐ NO, give explanation below
 - b. QUANTITATIVE - ANALYTICAL REASONING ☐ YES ☐ NO, give explanation below
 - c. VALUES, ETHICS & RESPONSIBLE DECISION MAKING ☐ YES ☐ NO, give explanation below
 - d. FITNESS & RECREATIONAL SKILLS ☐ YES ☐ NO, give explanation below
4. Will all of the following **General Education DISTRIBUTION Requirements** be completed by the end of the semester indicated?
 - a. GROUP A - HUMANITIES ☐ YES ☐ NO, give explanation below
 - b. GROUP B - SOCIAL & BEHAVIORAL SCIENCES ☐ YES ☐ NO, give explanation below
 - c. GROUP C - NATURAL SCIENCES AND MATHEMATICS ☐ YES ☐ NO, give explanation below
5. Will the **Cultural Diversity Requirement** be completed by the end of the semester indicated?
☐ YES ☐ NO, give explanation below
6. At this time, does the candidate have the following:
 - a. 2.00 grade point average in all courses for the MAJOR? ☐ YES ☐ NO
(THE REQUIRED GPA IN SOME DISCIPLINES MAY BE HIGHER THAN 2.0)
 - b. 2.00 cumulative grade point average in all courses? ☐ YES ☐ NO
7. Are there any outstanding grades of I and/or R that need to be completed? ☐ NO ☐ YES
8. Are there any outstanding transfer credits that are required for the degree? ☐ NO ☐ YES, Prior Approval of Transfer Credit form completed

IT IS THE RESPONSIBILITY OF THE ADVISOR OR DEPARTMENT CHAIRPERSON TO NOTIFY THIS DEGREE CANDIDATE OF ANY COURSE DEFICIENCIES OR IF GRADUATION APPROVAL IS DENIED.

☐ I certify that this student is cleared for graduation, with the successful completion of the current semester (and/or the courses noted below).

DEPARTMENT APPROVAL: _____ DATE: _____
CHAIR OR DESIGNEE

Explanation of course requirement/s to be completed before bachelor's degree can be granted:
