

A student who has failed a practicum must petition the Graduate Review Board for reinstatement before entering another practicum. Please note that, as a standard part of its review process, the Board collects information from the supervisor and cooperating teacher of the failed practicum. Students wishing to be reinstated for Spring practica should submit their request by **October 1**; for Summer and Fall practica, by **February 1**. In special cases, flexibility requires the permission of the Dean. Students will be notified in writing of the outcome of their requests. To request a reinstatement, the student must submit, in one envelope, all of the following materials to the Graduate Review Board:

- Completed Reinstatement Form
- A cover letter, addressed to the Chair of the Graduate Review Board, that:
  - Contains the name of the site where you did your original practicum;
  - Explains why you failed your original practicum;
  - Documents how you intend to remedy each of the areas that led to failure;
  - Describes an activity/project/series of concrete steps that you intend to take, prior to your next practicum, in order to demonstrate effort and progress.
- Two letters of reference in support of your reinstatement that:
  - Contain phone numbers at which the recommenders can be contacted;
  - Explain in what context and for how long the recommenders have known you;
  - Comment on the quality of your performance/ability/character/teaching and/or the steps you have taken/are taking in order to improve your readiness;
  - State why should be given a fresh opportunity in another practicum.

Please submit all of the above materials to your divisional dean.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ ID # \_\_\_\_\_

Graduate Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by (signatures required):

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

Recommendations from:

1. \_\_\_\_\_ Position \_\_\_\_\_

2. \_\_\_\_\_ Position \_\_\_\_\_

CC: Academic Advisor Department Chair Director of Field Experience Registrar