Requirements for Student Teaching:
1. Students must clear for graduation (i.e. ‘grad clearance’) at least **two semesters prior to student teaching**. (Undergraduates contact School of Education (SOE) Advisor/Certification Authorization, Bishop 416C: 231.591.3642 – Kendall students contact the Registrar’s Office, 616.451.2787 ext. 1104 - Graduates contact the School of Education Office, Bishop 421: 800.433.7747 ext. 5361.)

2. **Apply on-line to graduate.** To attend commencement and have your name in commencement bulletin, you must apply on-line, at Academics tab on MyFSU. (Be sure to check your major and minor(s) when you complete the application. This is what the system will be awarding you!)

3. Students applying for student teaching must do so by **submitting an application packet** to the Field Placement Office at least **two semesters prior to the student teaching semester** (excluding summer) and after clearing for graduation. (Student teaching application packets are available on the School of Education–Field Placement Office(FPO) web site: [http://www.ferris.edu/HTMLS/colleges/educatio/education/fpo/Student-Teaching-Application-and-Forms.htm](http://www.ferris.edu/HTMLS/colleges/educatio/education/fpo/Student-Teaching-Application-and-Forms.htm)

4. Student teaching applications will be reviewed by the SOE Field Placement Coordinators and public school representatives for placement recommendations.

5. For additional information regarding student teaching policies and procedures, refer to Student Teaching Guide, on the web site: [http://www.ferris.edu/htmls/colleges/educatio/education/fpo/docs/student-teaching-guide.pdf](http://www.ferris.edu/htmls/colleges/educatio/education/fpo/docs/student-teaching-guide.pdf)

**Prior to actual placement:**
1. Complete all courses in the major, minor and professional education sequence with a “C” grade or better.
2. Complete the work experience component for business and vocational majors.
3. Achieve the appropriate major/minor(s) GPA.
4. Obtain an average 2.75 GPA in all professional sequence (education courses).
5. Pass all state-mandated exams (MTTCs – Basic Skills Exam (SAT) and subject area tests).
6. Complete required a criminal background check according to the host school’s policy and procedure, before beginning student teaching.

**GRADUATION REQUIREMENTS:**
1. Complete the teacher preparation program.
2. Obtain a cumulative GPA of at least 2.50.
3. Complete 30-hour FSU residency requirement.
4. Complete 40 credits of 300-400 level courses.

**CERTIFICATION REQUIREMENTS**
1. Complete the teacher preparation program.
2. Complete student teaching with a B- or better.
5. Complete and submit a certification application.

**FYI - GENERAL UNIVERSITY REQUIREMENTS**
Any course transferred to Ferris from another college must have at least a “C” grade for acceptance.

**Program Interruption**
Students who return to the University after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum that are in effect at the time of their return, not the requirements which were in effect when they were originally admitted. For off-campus students, courses being completed at the community college are considered as continuous enrollment.

For more information: Contact the appropriate Field Placement Office. [http://www.ferris.edu/HTMLS/colleges/educatio/education/fpo/FIELD-PLACEMENT-OFFICE-DIRECTORY.htm](http://www.ferris.edu/HTMLS/colleges/educatio/education/fpo/FIELD-PLACEMENT-OFFICE-DIRECTORY.htm)