LATE APPLICATIONS for B/MT

**DEFINITION:** Permission to Enroll applications submitted after the drop/add date in the fall semester of a student’s 3rd year are considered Late Applications.

**PROCEDURE:** In order to ensure that students have a reasonable expectation of completing the B/MT program within 5 years, the following process will be implemented when an inquiry is received by the Teacher Education office.

**Step 1:** The student will be referred to the Director of Student Services and Advising for initial counseling. The student should bring a copy of her/his SIS transcript to the meeting. The student without a strong background (e.g. coursework in their major, MT pre-requisites of EDIS 2010 and EDIS 2880 completed, high pre-requisite test scores) may find the PGMT route to be more manageable.

**Step 2:** Should the decision be made to continue, the student should complete the Undergraduate Permission to Enroll for current UVA students form, make an appointment with the appropriate faculty member (SECONDARY-program advisor; ELED or SPED-program coordinator) and bring both the application and the transcript to the meeting. If the program advisor recommends continuing with the application, s/he and the student will create a course plan of study for the remaining semesters.

**Step 3:** The student will submit to the Teacher Education office (Bavaro 326):
- Completed Permission to Enroll in B/MT form
- SIS transcript
- Course plan of study
- This form with the program advisor’s signature indicating recommendation for admittance

________________________________________  ________________
MT program advisor                        Date

**Step 4:** The Administrative Manager for Teacher Education will present the full application packet for consideration at the upcoming bi-weekly Teacher Education Coordinators meeting for discussion. The student will be notified of the decision within the week.

**Student Name (Please Print):** ______________________________________

**Student Signature:** _____________________________________________