



Indiana State University COLLEGE OF EDUCATION

REQUEST FOR APPROVAL OF RENEWAL COURSE WORK Indiana Administrative, Teaching, or School Services Personnel

Indiana State University Renewal Policy: To renew any Indiana standard license, you must complete at least six (6) semester hours of **approved** academic credit applicable to the license which is no more than five (5) years old at the time the renewal request is processed. Only academic credit in the **major, minor, or professional education** shall apply toward renewal. The renewal will be valid for five years. You must have a 2.5 or higher GPA (on a 4 point scale) in undergraduate courses and a 3.0 or higher GPA in graduate courses which are to be used to renew instructional licenses. You must have a 3.25 or higher GPA on courses used to renew administrative and school service personnel licenses. After completing a master's degree or thirty-six semester hours of approved academic renewal credit, you may apply approved certification renewal units (CRUs) instead of or in combination with semester hours for license renewal.

- Applications for the renewal of licenses are available from Education Student Services, 210 College of Education •

Name _____ SS# _____
last first middle
Former names in records or on licenses _____

Current Address _____
street city, state, zip code

Telephone Number: home () daytime/work () Email: _____

- License(s) to be renewed [check all that apply]. **Attach a copy of the license(s).**

- Instructional (Teaching) _____
List major, minors, primary/supporting, or endorsement areas on the license.
- School Services Personnel _____
- Administrative _____

- Indiana State University course work requested to be used toward renewal.

<u>Dept</u>	<u>course #</u>	<u>course title</u>	<u>credit hours</u>	<u>when taken: grade, if completed</u>
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Check here if you want any transfer course work from another college/university to be used with the ISU work. If you check the box, you must complete the reverse side of this form.

- Explain how the course work pertains to your license area (major, minor or professional education) or contributes to your professional development. If necessary, attach your statement to this form.

___ Approved	___ Not Approved	Comments: _____

Education Student Services:	Date: _____	

