

Return Completed Form to: mwilliamslaing@twu.edu, or mail to:
 Michelle Williams-Laing • Director – Professional Development Center
 College of Professional Education
 Texas Woman's University
 P. O. Box 425769 • Denton, Texas 76204-5769 • (940) 898-2202

TEXAS WOMAN'S UNIVERSITY

RECIPROCITY REQUEST

Student's Classification: _____

Section I: General (To be completed by the student.) *Type or print using blue or black ink*

Student's Email: _____

I (a). Student Name: _____
 Mailing Address: _____

Date of Birth: _____
 Home Phone: _____
 Cell Phone: _____

I (b). Home Institution (Please print)
 Name: _____
 Mailing Address: _____

 Telephone & Fax: _____ / _____

Student Teacher Coord., Education Dept. Contact:
 Name: _____
 Title: _____
 Email: _____

I (c). Reciprocity Policy for Clinical/Student Teaching:

1. A student who is in good standing at his/her home institution and has met all eligibility requirements for clinical/student teaching set by the institution, including a minimum overall 2.75 G.P.A. (or meets the minimum GPA requirement of the home institution), may request placement for and supervision of the clinical/student teaching experience at Texas Woman's University.
2. The student must follow Texas Woman's University's registration procedures, enroll in and pay all tuition and fees for 6 credit hours of clinical/student teaching, and submit an official transcript to the university's Student Records Office at P.O. Box 425649, Denton, TX 76204.
3. All criteria for successful completion of clinical/student teaching, evaluations, and guidelines established by Texas Woman's University will apply to all reciprocity students. Texas Woman's University will assign a grade of Pass or Fail for the clinical/student teaching experience. Prior to the end of the semester, the reciprocity student must submit a formal request to Texas Woman's University's Transcript Office to transfer the grade to the home institution.
4. All approvals must be obtained from the home institution before the application is submitted to the Director of the Professional Development Center at Texas Woman's University.
5. All policies of Texas Woman's University, including the Student Code of Conduct and the Code of Ethics and Standard Practices for Texas Educators adopted by the Texas Education Agency (TEA), apply to reciprocity students.
6. The home institution will be notified, in writing, of any problems associated with the clinical/student teacher's placement or with his/her performance and/or conduct.
7. If a reciprocity student decides to withdraw from clinical/student teaching, he/she must follow procedures established by Texas Woman's University. The reciprocity student must also notify the appropriate personnel at his/her home institution.

Placement Request	Area of Certification	School District	School	Grade Level(s)/Subject(s)
Clinical/Student Teaching				

I (d). I understand the reciprocity policy stated above, and I request permission for placement and supervision during the _____ semester. (Ex: FA/16)

 Student's Signature Date

Section II: Approval (To be completed by home institution.)

II. This student has approval to apply for a reciprocity placement for clinical/student teaching. He/She meets all requirements for eligibility as outlined by _____ (home institution) including a minimum overall GPA of 2.75 (or meets the minimum overall GPA requirement of the home institution).

 Faculty Advisor's Signature Printed Name Date

 Education Department – Clinical/Student Teacher Coordinator's Signature Printed Name Date

Section III: Acceptance (To be completed by the College of Professional Education at Texas Woman's University.)

III. The College of Professional Education at Texas Woman's University accepts _____ as a reciprocity student for supervision of the Clinical/Student Teaching experience. Texas Woman's University reserves the right to request consultation with the home institution in the event of any problem(s) associated with the replacement, and to terminate the experience, if necessary.

Address all correspondence to: Director of the Professional Development Center

 Director - Professional Development Center Signature Date