



UNIVERSITY OF LETHBRIDGE FACULTY OF EDUCATION

Special Case Admission: General

Special Case Admission is for candidates who have a strong consistent academic record, but have had a period of time when their academic performance was significantly lower due to specific circumstances.

Special Case Admission Criteria:

- Meet minimum criteria for admission to the Faculty of Education:
 - Minimum cumulative GPA of 2.50 based on the terms containing the last 14 graded university-level courses
 - Major GPA minimum of 2.50
 - EDUC 2500 or its equivalent
 - Minor GPA minimum of 2.50 in main teachable subject for Native Education majors only
- Demonstrate a shift in academic performance, extenuating circumstances, and consistent excellence in at least 14 graded term courses (42 credit hours) outside the period of the special case.
- Possess a revised Admission Grade Point Average (AGPA) comparable to those being admitted in the same subject area. For purposes of admission, the Faculty of Education calculates the AGPA of all university-level courses taken in the terms containing the last 14 courses (42 credit hours). Normally the terms containing the last eight courses may NOT be included in the period of the Special Case.

To be considered a qualified applicant for Special Case Admission, the student must submit the following:

- Application for Admission to the Faculty of Education by **February 1**
- Written request for special case consideration. The written request must include an explanation of extenuating circumstances that contributed to a shift in academic performance. Clearly indicate the term(s) which you are requesting be excluded from your AGPA.
- Supporting documents which include:
 - Verification of extenuating circumstances (e.g. obituary, counsellor's letter, doctor's note, family member's letter, newspaper clipping, etc.). **Letters must be signed.**
 - Resume outlining experiences that would attest to one's potential for success in teaching. Please include supporting reference letters from teachers, employers, volunteer supervisors, etc. **Letters must be signed by the author.**

After requests and documents are received, candidates may be selected for an interview to determine admission status. The Undergraduate Student Program Committee will look at all aspects of the student's performance and normally the revised GPA must be at least as high as the last person admitted into his/her particular major. Students selected for an interview will be notified by Student Program Services. The decision of the Committee is final.

IMPORTANT DEADLINES

Students applying Special Case must:

- Complete and submit the standard University of Lethbridge Application for Admission by **February 1**. Transcripts* are also required as part of the regular application process and must be received by the **March 1** document deadline.
- Submit the written request for Special Case Admission to the Faculty of Education – Student Program Services by **February 1**.
- Submit all remaining special case supporting documentation by **March 1. Unsigned letters will not be accepted.**

****Please submit your Special Case documents directly to Student Program Services, Faculty of Education, TH 421. Only the University application and transcripts are to be sent to the Registrar's office.***

If your application is deemed qualified for admission but you are NOT considered for Special Case admission, your application will automatically be placed with the regular Faculty of Education applicants and be ranked accordingly.

Special Case documents will be retained until December 15, after which time they will be destroyed.

Student Program Services
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