



**California State University, Fresno**  
**Kremen School of Education and Human Development**  
**Education Student Services Center, Room 100**

**Application for Special Consideration**

This form must be completed by the applicant for a Multiple Subject, Single Subject or Preliminary Education Specialist Credential program who is requesting a Special Consideration review by the KSOEHD Admissions and Standards Committee.

Reason for Request:

1. the minimum requirements for admission to a credential program have not been met or
2. the minimum requirements for admission to student teaching have not been met or
3. other special request (including request to change credential programs)

Student ID Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number/street Apt. #

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_@mail.fresnostate.edu

Credential Subject (Single Subject only): \_\_\_\_\_

I am requesting special consideration for:

\_\_\_\_\_ Admission to credential program

\_\_\_\_\_ Admission to student teaching

\_\_\_\_\_ Program change

\_\_\_\_\_ EHD 174 \_\_\_\_\_ EHD 160A \_\_\_\_\_ SPED 175 \_\_\_\_\_ EHD 155A

\_\_\_\_\_ EHD 178 \_\_\_\_\_ EHD 160B \_\_\_\_\_ SPED 176 \_\_\_\_\_ EHD 155B

\_\_\_\_\_ EHD 170 \_\_\_\_\_ EHD 110D \_\_\_\_\_ Other \_\_\_\_\_

I am requesting special consideration because minimum entrance requirement for initial admission into a Multiple Subject/Single Subject/Preliminary Education Specialist credential program has not been met in the following area(s):

\_\_\_\_\_ GPA is too low

\_\_\_\_\_ CBEST – Registered for test \_\_\_\_\_ (Submit proof of registration)  
date

\_\_\_\_\_ CSET – Registered for test \_\_\_\_\_ (Submit proof of registration)  
date

\_\_\_\_\_ 101 #Attempts \_\_\_\_\_ 102 # Attempts \_\_\_\_\_ 103 # Attempts

\_\_\_\_\_ Unsuccessful Student Teaching experience

\_\_\_\_\_ Other \_\_\_\_\_

**Submit a Justification Statement:**

Please be specific and support your justification with concrete data or facts. Refer to the guidelines and type your statement, and attach to this form. \_\_\_\_\_#pages

**Guidelines for writing a justification statement**

Your statement should provide specific reasons for asking the committee to review your request for special admission/program change. Give some thought in preparing your statement, organize it well, use good sentence structure and grammar, and present it in typed form. Incomplete or poorly prepared application will be returned without consideration. In your justification, outline a plan for addressing your 'Special Considerations' issue.

Areas that you may wish to address according to your situation:

- a. *Academic Competence*** – attach test scores completed and future test dates. If you have a problem with a low GPA, what have you done to improve it? For example: Course you have retaken and the results, recent improvement in academic record and how it has improved, recent tests passed, e.g. CSET/GRE and scores of each.
- b. *Professional Competence*** - What have you done that provides some good evidence of professional competence? For example: “Recent related work experience or volunteer experience...”; supportive statements (letters) from instructors, work supervisors, school principals, etc.
- c. *Other Reasons*** - What other factors contributed to your inability to meet current admission requirements? For example: “Personal issues that have interfered but are now resolved.” “Time has contributed to changes in attitude.” “I am now reentering the university with successful work experience that has contributed to my maturity and ability to make valuable contributions in the classroom setting.”
- d. *Desire to change credential programs*** – what factors contributed to your decision to switch credential programs? For example: “My practicum experience this semester has influenced my decision to change from the Multiple Subject credential program to the Special Education credential program...” (Please provide a detailed explanation). You must obtain permission and signatures from the coordinators of each program and submit a revised course plan.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



**Single Subject Credential Applicants** need to secure the following:

Academic Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

Adviser's Recommendation (optional)

\_\_\_\_\_  
\_\_\_\_\_



**Special Considerations Committee Approval:**

☐ Approved

☐ Denied (see comments)

Committee Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**\*For Credential Program Changes\***

☐ Approved

☐ Denied (see comments)

Program Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_