



## Policy and Procedures for Non-Licensure for Education Majors

Students who are granted an exception for non-licensure can finish their education major without completing all requirements to earn a teaching endorsement. The major still leads to a Bachelor of Science in Education (B.S. Ed.) however the student becomes ineligible to receive the recommendation for a teacher license. This exception in the education major is called graduating non-licensure.

The non-licensure option may be considered by a student who has reached the threshold of a minimum of 65 earned credits, and has extenuating circumstances. There are two broad conditions or circumstances that qualify a student to request a non-licensure exception to their major's requirements.

1. A student is unable to successfully complete their student teaching internship. This could be for reasons of academic performance, missing benchmarks, or unanticipated personal circumstances. This is the primary reason that CESS provides a non-licensure option as an exception within the Education major.
2. A student seeking knowledge and skills relevant to education, but intends a non-licensure teaching career path late in their academic progression may benefit in discussing this exception and other academic options. Non-licensure is an exception, and those students with fewer than 65 credit hours or who are able to be academically nimble (more than one to two semesters remaining before qualifying for graduation) should be comprehensively advised to consider the CESS Individually Designed Major (B.S. Ed.) or another viable academic option.

### Completion of Non-Licensure Status

Non-Licensure status for Department of Education teacher education students in the College of Education and Social Services is described as an exception (not a pathway) within the major that requires, and also may lead, to the following:

- Completion of all program requirements with the exception of the Student Teaching Internship, Professional Portfolio, Senior Seminar, and the Praxis exams. In lieu of these requirements, the candidate will work with the Director of Teacher Education and their academic advisor to identify one of the following options:
  - Independent study (6-12 credits)
  - Approved elective coursework
  - A combination of the above options
- If the requirements of non-licensure are successfully met, a Bachelor of Science in Education (B.S. Ed.) degree will be awarded in the endorsement area sought without the recommendation for licensure from the College of Education and Social Services. The

non-licensure status supports a viable way for the student to graduate and approach work in educational and other settings that do not require a teaching license, and/or enter into graduate programs. There are many career options that are available to students who graduate non-licensure. Students are encouraged to access the UVM Career Center for additional advising and exploration.

### **Conditions and Process Leading to the Option of Non-Licensure**

- Students may express their interest in non-licensure to their academic advisor and/or to the Director of Teacher Education (DTE) when they are close to approaching the minimum credit threshold of 65 credit hours.
  - Advisors and the DTE will collaboratively consult (with each other and with the student) in a time sensitive manner when the topic of non-licensure arises.
  - Advisors and the DTE may additionally refer the student to the CESS Office of Student Services for customized advising on other academic options or resource support matters that will help the student in their decision-making process.
- A formal referral to the DTE is required for full consideration of non-licensure.
  - The referral process must include submission of the application for non-licensure status.
  - The academic advisor and the student will initiate the request for non-licensure to the DTE using the non-licensure application form.
- Examples of reasons for the request might include special student circumstance or goal, student performance, or program progression (GPA requirements, program assessments, passing PRAXIS Core, or ethical or professional performance in the field).
- The student must have a minimum of 65 credits in order to apply for non-licensure status. If the candidate is below the minimum credit requirement, they will be referred to the Director of Student Services to explore other academic major options.

### **Process of Application for Non-Licensure Status for Education Majors**

#### **PROCEDURES**

- A student or their academic advisor may initiate a discussion involving these two parties about the non-licensure exception option.
  - In some programs, the program coordinator and the academic advisor may agree first that the academic advisor will initiate discussion of this option with the student.
  - The academic advisor should be the formal party to reach out in writing to the DTE to flag the student possible or actual application. At this juncture, the student and advisor may have already begun the process of completing the application and in other cases the student will be directly referred to the DTE to address their questions, and/or begin the application process.
  - The DTE may refer the student for other consultations, and in some cases will schedule a SST.

- The DTE will check in with the Director of Student Services to review the student's academic record and suitability for eligibility on this exception within the major.
- After notification, the DTE and Director of Student Services will work together to review the student academic record for non-licensure eligibility and progression to graduation.
  - The DTE will notify the Advisor, the Director of Student Services and the program coordinator that a review is underway (allow 3-5 days for this process to occur).
  - A meeting of the student, DTE, and academic advisor will occur to ideally come to an agreed upon decision. In some situations, another party may be invited to the meeting.
- Consultations and signature completion will be overseen by the DTE who retains responsibility for documentation and for copies to be distributed to the Office of Student Services. The full process should be completed within ten days to three weeks from the time the DTE is initially notified.

## **DECISIONS**

- The process and decision will be documented using the "Application for Non-Licensure Status (Exception) for Education Majors" form.
- The record-keeping for this process will be maintained by the DTE.
- When an uncontested decision for non-licensure occurs, the DTE will notify the student, academic advisor, program coordinator, and the Director of Student Services. The Director of Student Services will update the student's degree audit, and all records pertaining to progress towards graduation.
- When a contested decision for non-licensure occurs, a meeting will be held with the student, the Director of Teacher Education, the academic advisor, and the Assistant Dean for Academic and Student Affairs. The Assistant Dean will serve as the meeting facilitator, and will work towards a mediated agreement. If an agreement cannot be reached, the Assistant Dean will make the final determination and will notify all parties mentioned in an uncontested decision.
  - These meetings will include all members referenced above in this bullet point, and scheduling of a meeting will occur within 10 days.
  - Notes will be reviewed and approved by all participants, but will remain confidential in the student's file held by the DTE.
  - The meeting discussion will not be shared beyond the meeting members without expressed written consent of the student.
  - While consensus is sought, if an agreement is not reached, the information will be reviewed and a final decision will be determined by the Dean's designate (Assistant Dean for Academic and Student Affairs).

**Application for Non-Licensure Status (Exception) for Education Majors**  
**College of Education and Social Services: Department of Education**  
Submit form via email to the DTE: [ellen.baker@uvm.edu](mailto:ellen.baker@uvm.edu)

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_

Net ID \_\_\_\_\_ Date \_\_\_\_\_

Academic Major \_\_\_\_\_ Academic Advisor \_\_\_\_\_

Number of Credits \_\_\_\_\_ SST Date (if relevant) \_\_\_\_\_

Person(s) completing the initiation of the application:

1. \_\_\_\_\_

2. \_\_\_\_\_

Reason(s) for request to pursue Non-Licensure (please be concise, factual, and specific):

.....  
**For administration use**

The DTE and the Director of Student Services have consulted and reviewed the student degree audit.

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

A meeting to discuss the reason(s) for the request, the non-licensure exception requirements, and graduation goals of the student took place with: the student, DTE, Academic Advisor, and Director of Student Services.

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

**Non-Licensure Decision for:**

**(Name of Student and Netid)** \_\_\_\_\_

Decision was made

Yes  No  Date \_\_\_\_\_

Non-licensure (exemption to major) approved

Yes  No  Date \_\_\_\_\_

Brief reason for decision

Was the decision contested?

Yes  No

If contested on what date was the did the DTE refer the contested decision to the CESS Assistant Dean for Academic and Student Affairs? \_\_\_\_\_

Signatures

Student \_\_\_\_\_ Date

Academic Advisor \_\_\_\_\_ Date

Program Coordinator \_\_\_\_\_ Date

Director of Student Services \_\_\_\_\_ Date

Director of Teacher Education \_\_\_\_\_ Date

Assistant Dean for Academic and Student Affairs \_\_\_\_\_ Date  
(only if contested)