



Instructions to Submit Petition for SPECIAL ACTION ADMISSION

Multiple Subject, Single Subject and Special Education Teaching Credential Programs

Because this is an alternative admission process for entry to the teaching profession, take the time to complete your petition carefully. Make it reflect your experience and background in the best possible light. Type narrative responses; edit them to avoid errors.

NOTE: Applications for admission to the University and fees are NOT TRANSFERABLE to another quarter. Applicants who are not admitted to the University in the quarter for which they applied must reapply to the CSULA University Office of Admissions and pay a new application fee. Petitions must be submitted along with your application for Admission to the Charter College of Education credential program.

TO BE ELIGIBLE TO SUBMIT A PETITION FOR SPECIAL ACTION ADMISSION, YOUR GPA FOR THE LAST 90 QUARTER UNITS MUST BE 2.50 OR HIGHER.

1. When you submit your petition be sure that all of the required supporting materials are attached. Petitions with incomplete required information or missing supporting materials will not be considered. Complete petition packets will be forwarded to the appropriate Division for action. Results of Division decisions regarding petitions for Special Action Admission will be mailed at the end of each quarter.
2. If you are unsuccessful on your first attempt to be admitted to a program through a Special Action Petition, you may apply through this process one additional time. The decisions of faculty committees are final and cannot be appealed.
3. Please make sure that you submit a completed Petition for Special Action Admission.
4. **Proof of Completion or Attempt of Basic Skills Requirement (BSR) - For admission purposes, you must show one of the following:**
 - *Proof of attempt of all three sections of the CBEST. **Please note** that passage of all sections of the CBEST is strongly recommended for special action admission consideration.*
 - *Passing scores from the CSU Early Assessment Program (EAP), English and Math, or CSU English Placement (EPT) and Entry Level Mathematics (ELM) Test*
 - *Proof of passage of CTC approved out-of-state basic skills exam*
5. Other materials which support your petition should be attached, if available. The following items strengthen your petition:
 - a. Documentation and/or evaluation of appropriate related teaching, professional, and/or work experience.

- b. CSET scores or verification of completion of approved subject matter program (e.g., English, Math, etc.)
6. Submit your completed Special Action Admission Petition to the Charter College of Education Office for Student Services, King Hall D2078. If you have questions for the chairperson in the divisions offering teaching credential programs, please call the Division office. The Division may also request a personal interview with you before acting on your petition.

Division of Curriculum and Instruction (323) 343-4350

Office Hours: Monday - Thursday 8:00 a.m. - 6:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.

Division of Special Education & Counseling (323) 343-4400

Office Hours: Monday - Thursday 8:00 a.m. - 6:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.

CCOE Office for Student Services (323) 343-4322

Office Hours: Monday - Thursday 8:00 a.m. - 6:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.

DO NOT COMPLETE THIS PETITION IF YOU ARE APPLYING FOR ADMISSION BY SPECIAL ACTION FOR THE SECOND TIME. Request the Second and Final Consideration Special Action Admission Petition from the Office for Student Services, King Hall D2078.

SPECIAL ACTION ADMISSION PETITION
Teaching Credential Programs

Charter College of Education
California State University, Los Angeles

Follow the separate list of instructions carefully in completing this application. Please type or print:

Last Name _____ First Name _____ MI _____
Address (including city and zip code): _____
Telephone No. (Home): _____ (Work): _____
Social Security # or SID: _____ CIN: _____

Credential Objective:

- Multiple Subject
 Single Subject Area:
 Special Education Specialty Area:

- I am admitted to the University but do not have the required GPA for admission to a credential program.
 I have applied to the University and my GPA is below 2.75 but above 2.50 on the last 90 quarter units (or last 60 semester units).
 I have applied for admission to the University as a graduate student; however my GPA on my last 90 quarter units cannot be calculated due to **untraditional grading** at my prior college/university.

I am submitting my Special Action Petition along with my Charter College of Education application for:

- Winter Quarter Summer Quarter
 Spring Quarter Fall Quarter

Student's Signature _____ Date Submitted _____

NOTE: See reverse side

(For Office Use Only)

Division Recommendation _____ A/D _____ Date _____
Faculty Committee Signature _____
Chairperson Signature _____
___ Conditions to be satisfied to secure classified admission (completion of all prerequisites and Block 1 courses with a "B" or better average):
___ Reasons for Denial:
Charter College of Education Action _____ A/D _____ Date _____
Director of Student Services Signature _____

Quarter/year to be admitted _____
Forwarded to: ___ University Admissions Office Date _____

Student Information

Answer all items.

1. Degree Status:

Have not completed a bachelor's degree. Expect to complete a bachelor's degree from _____ by (date) _____.

Have completed a bachelor's degree from (college/university.)

Baccalaureate degree major

Have completed a master's degree in _____ from _____ (college or university).

2. Credential(s) you hold:

<input type="checkbox"/> No credential	<input type="checkbox"/> Emergency Permit	
<input type="checkbox"/> Intern (type)		Exp. Date
<input type="checkbox"/> Preliminary (type)		Exp. Date
<input type="checkbox"/> Professional Clear (type)		Exp. Date
<input type="checkbox"/> Other (type)		Exp. Date

3. Teaching Experience:

No full-time teaching experience.

Experience as a teacher aide (attach verification).

Previous teaching experience, but not currently teaching (attach explanation).

Currently teaching:

District	Grade level/Subject
School	

4. Have you passed the CBEST or satisfied the basic skills requirement?

Yes (attach verification) No

5. Have you completed the approved subject matter program of studies for a single subject credential?

Yes (attach verification) No

If not, have you taken the CSET? Yes (attach verification) No

Student Statement of Appeal

In the space below, carefully type a statement which justifies your admission by Special Action to a teaching credential program. Address these issues: (1) reason for academic performance, (2) recent changes in your life that will affect academic performance if admitted, (3) talents you expect to bring to a teaching career, (4) special circumstances you believe should be considered. Please write in narrative form, not a list or outline.