Because of failure to meet one or more of the Advanced Professional Studies criteria, students may be blocked from registering for a course. Students should follow the guidelines below to enable them to complete APS criteria or to register on the Wait List for an APS course.

Request for Appeal to take a prerequisite course concurrent with APS course(s):

___ 1. Write a letter of appeal that details your extenuating circumstances and explains how you plan to correct the deficiency(ies).
___ 2. Print and complete an APS Status Form found at http://www.millersville.edu/fieldservices/
___ 3. Review your APS requirements and determine your “Action Plan” for achieving APS status with the Field Service office in order to get your name on the “Wait List” for an APS course.
___ 4. Submit the APS Status Form IN PERSON to the Field Services office, Room 120, Stayer Hall, Monday – Friday; 8:00 a.m. – 4:30 p.m., (717)871-5752. **Faxed, emailed and mailed forms will not be accepted.** Include your DARS or an unofficial transcript
___ 5. Include “Proof of Registration” for any required coursework pertaining to APS status.
___ 6. Register for other courses for the coming semester if you must maintain full-time status for financial aid or insurance purposes. Please consult your academic advisor.
___ 7. **At the time of registration**, send your letter of appeal to: Appeals Committee, c/o Field Services, Stayer Room 120 or fax it to 717-871-2448. This letter should be sent to Field Services office during registration even if you think you will meet all requirements prior to the start of the next semester.
___ 8. If at the end of the semester you meet all APS requirements, the block will be lifted and you will be able to register for the APS course(s), if space permits. There will be no notification sent to you. You should know if you have met the requirements and can then register on your own.
___ 9. If you have not met all APS requirements by the end of the semester, the appeal will be reviewed and acted upon. After the committee meets and makes a decision on your case, you will be notified by mail or phone of that decision.
___ 10. Please understand that appeals are granted at the discretion of the APS Appeals committee and only in circumstances in which the individual can demonstrate that s/he nearly meets the requirements.

Request for GPA Override (GPA below 3.0 and above 2.8):

(Effective April 1, 2010, there is NO appeal for a GPA lower than 2.80. Students meeting a GPA between 2.8 and 3.0 will have to visit the Field Services Office to determine if an override is possible.)

___ 1. To qualify for a GPA override you must meet all other APS criteria including **passing** Pre-service testing requirements.
   a. To qualify for a GPA override you must have less than 24 credits remaining until student teaching.
   b. To qualify for a GPA override you must have at least a 2.8 current GPA.
___ 2. Submit a Degree Audit IN PERSON to the Field Services office, Room 120, Stayer Hall, Monday – Friday; 8:00 a.m. – 4:30 p.m., (717)871-5752. **Faxed, emailed and mailed forms will not be accepted.**
___ 3. Provide current GPA
___ 4. Once you receive your override, you may register for your APS courses using the MAX registration system.
___ 5. Do not expect to be admitted to APS classes without the required 2.8 GPA.

**Please note:** Completing this process does not guarantee you a spot in the APS course(s) for which you’ve indicated your intent to register. You must meet all APS requirements, receive an APS override and register for the courses through the regular MAX registration process. Courses must be open and have seats available for your registration to be successful.
Request for APS Status when missing ANY OTHER APS criteria:
Please follow the APS “Wait List” process for any of the following deficiencies. Be aware that there are no overrides given for APS status until the missing criteria are met.

- **Pre-Service Test Scores** – There are NO exceptions given for not meeting Pre-Service Testing requirements. Scores must be submitted with Applications for Admission to APS. Effective August 1, 2015, ALL BSE students, regardless of GPA, must PASS one of the Pre-Service testing options in order to be admitted to APS.
- **Clearances and TB Testing** – There are NO exceptions given for not submitting criminal background clearances and TB test results.
- **A GPA below 2.8** – There are NO exceptions given for a GPA below 2.8. You must raise your GPA above 2.8 for the exception.
- **Transfer credit for required coursework that does not yet appear on your DARS** – There are NO exceptions given until the required coursework appears on your DARS through the Registrar’s transfer credit process.

___ 1. Print and complete an APS Status Form found at [http://www.millersville.edu/fieldservices/](http://www.millersville.edu/fieldservices/)
___ 2. Review your APS requirements and determine your “Action Plan” for achieving APS status with the Field Service office in order to get your name on the “Wait List” for an APS course.
___ 3. Submit the APS Status Form IN PERSON to the Field Services office, Room 120, Stayer Hall, Monday – Friday; 8:00 a.m. – 4:30 p.m., (717)871-5752. Include your DARS or an unofficial transcript.
___ 4. Register for other courses for the coming semester if you must maintain full-time status for financial aid or insurance purposes. Please consult your academic advisor.

Questions or concerns regarding any of these processes should be directed to the Field Services office (120 Stayer Hall; 717-871-5752).
1. Complete the **Student Information** section below.
2. Submit this form **IN PERSON** to the Field Services Office. *You must appear **IN PERSON** to complete additional information for your APS Status and if you intend to register for an APS courses.*

**Student Information:**

**NAME:** ________________________________ (☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss)
**MU ID #:** M00____________________
**EMAIL:** ____________________________________________@millersville.edu
**CELL PHONE:** (_____) _____-______________
**MAJOR:** ________________________________

Please check student status: ☐ Undergraduate/2nd Degree ☐ Post-Baccalaureate (Graduate)

Please list the APS courses you intend to register for:

<table>
<thead>
<tr>
<th>Course Number/Description</th>
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*Field Services will complete the information below this line.*

<table>
<thead>
<tr>
<th>Course #</th>
<th>ENGL COMP</th>
<th>COMM</th>
<th>ENGL LIT</th>
<th>MATH</th>
<th>MATH</th>
<th>EDFN</th>
<th>EDFN</th>
<th># of Credits</th>
<th>GPA</th>
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<tbody>
<tr>
<td>Outcome</td>
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Copy of Pre-Service Test scores on file? Yes ☐ No ☐

Scores: Reading ______ Writing ______ Math ______ Composite (if applies) ______

Clearances on file? Yes ☐ No ☐

If ‘No’, explain: ________________________________________________________________________

**APS Action Plan:** _____________________________________________________________________

_________________________________________________________   Date: _______________________

**Student Signature:** ___________________________________________   Action Requested:  
1X O/R ☐ FULL O/R ☐ Wait List ☐ Other ☐

Student received copy ☐ Entered on Waitlist: ☐ Prepared by: ____________________________

Plan completed: _______ APS override granted: _____ Released from Waitlist: _______

**APS Admission and Retention Information**  Spring 2015