

Grand Valley State University
CLAS Academic Advising Center
 C-1-140 Mackinac Hall
 616-331-8585

Teaching Endorsement Planned Program
History Minor – Secondary Education

Student Name: _____ Date: _____

Email Address: _____ SID: _____

Phone: _____

Transfer Institution(s): _____

Required Courses

Course Number	✓	Course Name	Credits	Completed	Scheduled	Grade	Quality Points
HST 203		World History to 1500					
HST 204		World History since 1500					
HST 205		American History to 1877					
HST 206		American History since 1877					
		<i>Choose 3 courses as electives from HST 301 – 391. At least one of these electives must be European or Non-Western.</i>					

Total Credits needed: _____ 21 _____ **Cumulative GPA:** _____ 2.7 required _____

Special Considerations/Notes:

Departmental Approval: _____ **Date** _____

Next Steps:

1. Apply to Grand Valley State University if you have undergraduate courses remaining. Click here for a link to the Admissions Application: <http://admissions.gvsu.edu/admissions/undergrad.asp>
2. Successfully complete all coursework
3. Successfully complete the State required test in your endorsement area
4. Complete the “endorsement application” form from the Registrar’s Office.
5. Submit official transcripts from all colleges and universities you have attended (do not resend if Grand Valley has all of your transcripts).
6. A returned approved Endorsement Audit from the appropriate academic department.

After all paperwork has been received and the recommendation has been made to the State, the Registrar’s Office will mail you a 90-day letter verifying the completion of your new endorsement. The State will send you the fee for a new endorsement. Once you pay the fee, the State will mail you a newly endorsed teaching certificate.

Document Approved
Gretchen Galbraith 12/11/08