



# CONTENT AREA MAJOR ADVISOR

## ELEMENTARY/SECONDARY RECOMMENDATION FORM

Dear Major Advisor:

The College of Education seeks your support in the ensuring applicants are prepared for admission to one of the teacher certification programs at GVSU. This advisee hopes to be placed in a field practicum (Teacher Assisting) for the semester designated on the form.

**Please note that if the GPA is calculated in-correctly on the student's MyPath degree evaluation, please work with the university registrar's office to update the student MyPath degree evaluation to ensure accuracy of the report for acceptance to teacher assist, as well as efficiency at time of audit for the award of the student's degree.**

Please email the completed form directly to [coeapp@gvsu.edu](mailto:coeapp@gvsu.edu). This will allow my office to add the form to the student's file. You may also share a copy with the student for their personal records. Thank you for your cooperation in this important process.

If you have any questions about completing the form, please call our office at (616) 331-6650 or email [coeserve@gvsu.edu](mailto:coeserve@gvsu.edu).

Sincerely,

A handwritten signature in cursive script that reads 'Annukka Thelen'.

Annukka Thelen, M.Ed.  
Director, Student Information and Services Center  
College of Education  
Grand Valley State University

Email: [thelenan@gvsu.edu](mailto:thelenan@gvsu.edu)  
Office Phone: (616) 331-6205



# CONTENT AREA MAJOR ADVISOR

## ELEMENTARY/SECONDARY RECOMMENDATION FORM

Student's Name: \_\_\_\_\_

G#: \_\_\_\_\_

This student requests your recommendation for admission to a College of Education field placement for:

(Write "Fall" or "Winter" semester of [year]): \_\_\_\_\_

### A. Completion of Prerequisites for Teacher Assisting

1. Has the advisee completed your department's prerequisites for Teacher Assisting? Yes/No?	
2. How many credit hours, including transfer credits, has the advisee completed for the <b>Major</b> ?	
3. How many credit hours, including transfer credits, has the advisee completed for the <b>Minor</b> ?	
4. Was the major GPA from MyPath recalculated (i.e. there were duplicate courses to consider)? Yes/No? If yes, see sections B & C on the following page.	
5. Was the minor GPA from MyPath recalculated (i.e. there were duplicate courses to consider)? Yes/No? If yes, see sections B & C on the following page.	
6. Do you find the advisee is academically prepared to apply for Teacher Assisting? Yes/No?	
7. Does the advisee meet the minimum GPA requirements to be admitted to teacher assist? Yes/No? NOTE: Required 2.70 overall; 2.70 content major (3.00 major GPA requirement for Art, English, English/Language Arts, Group Social Studies, and History); 2.70 education major; 2.70 minors.	
8. If "No" to any of the above GPA areas, is the student eligible for Secondary Review admission? Secondary Review requires a 2.500 -2.699 overall GPA, and in their majors and minors. (Art, English/Language Arts, Group Social Studies, and History require 2.700 – 2.999 GPA for secondary review) and passing of the major MTTC test. 2.700 – 2.999 GPA for secondary review) and passing of the Student's endorsement MTTC test, and (if student is pursuing Elementary Education) the Elementary Education MTTC test.	
9. Would you recommend this advisee to the College of Education as a prospective teacher? Yes/No?	

If not, please provide one or two paragraphs regarding the advisee as a prospective teacher in section D on page 4 of this form. Include a statement addressing why you are not recommending this advisee to the College of Education. Please include your assessment (with signature) to this Recommendation Form. NOTE: This information is available to students through FERPA.

Advisee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature & Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



**B. Advisee's Academic Preparation**

Only complete section B if the GPA has been recalculated (i.e. there were duplicate courses to consider).

1. What is the advisee's overall GVSU GPA?	
2. The GVSU GPA is based on how many credits in the <b>Major</b> ?	
3. The GVSU GPA is based on how many credits in the <b>Minor</b> ?	
4. What is the student's GVSU GPA in the major(s)?	
5. What is the student's GVSU GPA in the minor(s)?	
6. Please briefly explain the reason for GPA recalculation (i.e. duplicate courses in major/minor).	

**C. Computation of the Major and Minor GPA**

Only complete section C if there is discrepancy with the degree evaluation computation (i.e. there were duplicate courses to consider).

Major:			
GVSU Course	Grade	Credits	Honor Points

Minor:			
GVSU Course	Grade	Credits	Honor Points

GVSU Major GPA:

GVSU Minor GPA:

List Transfer courses in **Major**  
 (Do not include in GPA calculation):

List Transfer courses in **Minor**  
 (Do not include in GPA calculation):

\_\_\_\_\_  
 Advisee's Signature:

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Advisor's Signature & Printed Name:

\_\_\_\_\_  
 Date:

**Faculty: Please email the completed form directly to [coeapp@gvsu.edu](mailto:coeapp@gvsu.edu).**



D. Faculty Statement Regarding the Advisee as a Prospective Teacher

- Only complete section D if you have concerns and are not recommending the advisee as a prospective teacher. Use the text box below to provide one or two paragraphs. Include a statement addressing your concerns and why you are not recommending this advisee to the College of Education. NOTE: This information is available to students through FERPA.
- Sign and date below your statement, and email this entire form to [coeapp@gvsu.edu](mailto:coeapp@gvsu.edu).

---

Advisor's Signature & Printed Name:

Date: