



## UWM CORE Tests Exception Policy and Procedures

Wisconsin Administrative Code PI.34.14(1)a.1 requires that students, as a requirement for admission to their **initial** Wisconsin teacher licensure program pass tests in Pre-Professional Skills in Reading, Writing and Mathematics. Programs affected by this requirement are administered in the Departments of Curriculum and Instruction and Exceptional Education in the School of Education and by the Arts Education Review Board in the Peck School of the Arts. This PI.34 requirement allows institutions of higher education to grant an exception to no more than 10% of the total number of students admitted for each admissions year under conditions determined by the university PI.34.14(2)2.

**Conditions for Eligibility.** All four conditions must be met and documented by the applicant in the attached CORE Test Exception *Request Form* to be considered for an exception. To request an exception, the applicant must establish that:

- 1) All other program admissions requirements have been met.
- 2) Two of the three CORE subtests have been passed.
- 3) The failed subtest has been taken at least twice.
- 4) There is convincing, alternative evidence available to support one's basic skill competency in the failed subtest area (e.g., success in recent, related coursework; passing scores or sufficiently high scores on standardized tests such as placement tests, ACT, SAT, Praxis II, GRE). This evidence (as noted by the applicant on the CORE Exception *Request Form*) will be reviewed by the appropriate program faculty committee. Acceptance of this alternative evidence requires an approval signature on the CORE Exception *Request Form* by the committee chairperson. **Approval is by no means automatic.**

**Procedures.** If an applicant is believed to have met these four conditions, then the following procedures apply:

- a) A CORE Exception *Request Form* is obtained from the Academic Advisor.
- b) The applicant completes the *Request Form* and submits it to the Academic Advisor.
- c) The Academic Advisor verifies items 1-3 on the form and consults with the student's faculty advisor; once verified, the exception request form is forwarded to the appropriate Program Coordinator/Committee Chair for Program Committee action.
- d) Once a determination is made by the Program Committee, the Committee Chair indicates decision on the exception form, and returns it to the Academic Advisor.
- e) The Academic Advisor notifies the student, places the original CORE Exception *Request Form* in the student's file, and forwards a copy of the form to the Academic and Student Information Specialist for data/transcript entry purposes.

*Special Request from a Program Coordinator.* In unique circumstances, a program coordinator may initiate and complete the Exception Request Form for the CORE and submit it directly to the Associate Dean of Academic Affairs in the School of Education. The student must meet all of the conditions in the policy, with the exception of item #2, "Two of the three CORE subtests have been passed." This special request cannot be initiated by an applicant/student. Like all exceptions, these special requests are monitored to ensure equitable use across programs and adherence to the policy.

*Effective Date: May 2, 2014*



<i>For questions, contact your Program's Advising Office</i>	
Curriculum & Instruction	(414) 229-4904
Exceptional Education	(414) 229-4750
Arts Education	(414) 229-4763

# CORE Exception Request Form

YOUR NAME AS IT APPEARS ON UWM RECORDS:	Last Name	First Name	Middle	Campus ID
Program			Current GPA	

I am requesting an exception of the  Reading  Writing  Math section of the CORE.

## Required Conditions

1. Have you met all other program admissions requirements?  yes

2. Have you taken the failed subtest at least two times?  yes

Indicate record results below and attach a copy of the official test scores

	Test date:	Test date:
Reading (Passing Score: 156)	Score:	Score:
Writing (Passing Score: 162)	Score:	Score:
Math (Passing Score: 150)	Score:	Score:

3. Have you passed two of the three subtests?  yes  no (for special request from coordinator only)

4. Do you have convincing, alternative evidence to support your basic skill competency in the failed subtest area (e.g., success in recent, related coursework; passing scores or sufficiently high scores on standardized tests such as placement tests, ACT, SAT, Praxis II, GRE)?  yes

Attach description and any supporting documentation.

Student Signature:	Date:
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### For office use only:

Data verified – Forward for Decision  Student does not meet criteria for an exception – Contact Student Contact  
Academic Advisor \_\_\_\_\_ Date: \_\_\_\_\_

**Request from Student**

Approved  Denied - Program Coordinator/Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied - Department Chair (SOE only): \_\_\_\_\_ Date: \_\_\_\_\_

**Request from Program Coordinator:** After advisor review, attach justification, sign, and forward to Associate Dean.

Approved  Denied - Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied - Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**[Return to Academic Advisor]**