



**Non-Degree Credit Studies Application**

Please type or Print Clearly

Check Program & Semester:  MRT  MST  Gifted & Talented  Fall Term  Spring Term  
 MMT  MTT  Bilingual  ESL  Summer Term

This Form Must Be On File To Register

**PERSONAL INFORMATION**

Legal Name \_\_\_\_\_  
*Last First Middle Social Security Number*

Mailing Address \_\_\_\_\_  
*(Permanent) Number and Street Apt. # City State zip*

Cell # ( ) \_\_\_\_\_ Other # ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*month day year*

Gender  Male  Female Status  Married  Single Religious Preference \_\_\_\_\_

School District and Address \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_ FAX # ( ) \_\_\_\_\_

**PLEASE COMPLETE ALL REQUESTED INFORMATION**

If you are not a U.S. citizen, are you currently living in the United States?  Yes  No If yes, please complete the following:

If you are a Permanent Resident, please state your alien card identification A \_\_\_\_\_

If you are a Non-Immigrant, please state your visa status \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Prominent Ethnic Background: Providing this information is voluntary. The information you choose to provide will be used in a nondiscriminatory manner, consistent with applicable civil rights laws, solely for required reporting under federal and/or state laws.

Are you of Hispanic origin?  Yes  No

Do you identify with one or more of the following?

- (01) Non resident Alien
- (02) Race & Ethnicity unknown
- (03) Hispanic of any race

For non-Hispanics only:

- (04) American Indian or Alaska Native
- (05) Asian
- (06) Black or African-American
- (07) Native Hawaiian or other Pacific Islander
- (08) White
- (09) Two or more races

**FOR ANYONE WHO HAS APPLIED TO OR ATTENDED SMU PREVIOUSLY**

List semester \_\_\_\_\_ and year \_\_\_\_\_ of application Were you:  Accepted **or**  Rejected

List semester \_\_\_\_\_ and year \_\_\_\_\_ of ENTRY and semester \_\_\_\_\_ and year \_\_\_\_\_ of LAST attendance

From which School of SMU were you last registered? (Check school below)

- Dedman I  Cox School of Business  Simmons School of Education & Human Development
- Dedman II  Meadows School of the Arts  Engineering & Applied Science  Special Studies (Non-Degree)

**FOR ALL APPLICANTS:**

Name of Last School Attended	Location	From (Semester/year)	To (Semester/Year)	Degree Earned
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**An academic transcript showing your degree and a copy of your State of Texas Teaching Certificate must be sent with application for all programs. Distribute three (3) recommendation forms and ask that they be sent directly to the Simmons School of Education & Human Development, P. O. Box 750455, Dallas, TX 75275. Select respondents who can attest to your academic ability, your teaching abilities, and your personal qualities. One recommendation must be from your principal or other supervisor.**

My signature below indicates that all the information contained in my application is factually correct and honestly presented and that I am eligible to return to the last school attended.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Attach a \$75 check or money order payable to Southern Methodist University. This fee is non-refundable.**

**APPLICATION PROCEDURES**

**DOMESTIC AND INTERNATIONAL APPLICATION QUESTIONS**

**Criminal History**

- 1. Are you currently under indictment for any crime? Yes\_\_\_\_\_ No\_\_\_\_\_
- 2. Have you ever been convicted of, pleaded guilty to, or received deferred adjudication for any felony, state jail felony, or Class A misdemeanor? Yes\_\_\_\_\_ No\_\_\_\_\_
- 3. Have you ever received or are you currently on probation? Yes\_\_\_\_\_ No\_\_\_\_\_

**INTERNATIONAL APPLICANTS ONLY SHOULD ANSWER NUMBER 4 IN ADDITION TO 1-3**

- 4. If the questions above are not applicable to you as an international applicant, list and explain any criminal charges that have been brought against you at any time and in any place. Explain the outcome of these charges. Minor traffic violations and parking tickets need not be included.

*(Disclosure in the affirmative will not necessarily result in rejection of an applicant for admission. Failure to disclose such a record, if it exists, and to explain that record honestly, however, will subject a student to the University's judicial process and may result in dismissal from the University. Failure to explain an affirmative response to this question will result in the Application's not being further processed.)*

Submit the completed Application, required academic transcript(s), copy of teaching certificate, copy of teaching service record, recommendation, and application fee to P. O. Box 750455, Dallas, TX 75275.

**STATEMENT**

I have at least a 2.75 (scale of 4.0) cumulative grade-point average at the last school or college I attended and I am currently in good academic standing at that school. I understand that I am obligated to furnish SMU with official transcripts from my college during the first semester of my enrollment. If my academic records do not confirm my good standing, I am ineligible for admission and may be withdrawn from my current classes. My signature below indicates that all the information contained in my application is factually correct and honestly presented, and that I understand the conditions of my status as a non-degree student.

I give permission to Southern Methodist University's the Department of Teaching and Learning to establish a profile for me at the Texas Education Agency.

Signature\_\_\_\_\_

Date \_\_\_\_\_

**MAIL TO: Department of Teaching and Learning, P. O. Box 750455, Dallas, Texas 75275.**

*SMU does not discriminate on the basis of race, color, national or ethnic origin, sex, age, disability, or sexual orientation.*

**Annette Caldwell Simmons School of Education & Human Development  
Southern Methodist University**

**RECOMMENDATION FORM**

To the applicant:

Please print or type the name and address of the individual you are asking to complete this form and your name and address in the appropriate spaces below. Sign the form and send it to your reference, enclosing a stamped envelope addressed to the Simmons School of Education & Human Development, P. O. Box 750455, Southern Methodist University, Dallas, TX 75275. (A total of three (3) recommendations are required. A recommendation from your principal or other supervisor is required. If you have been enrolled in an SMU credit class in the last five years, one recommendation must be from the course professor.)

**Check Program:**     MRT     MMT     MTT     MST     ESL     Gifted & Talented     Bilingual

Name of reference \_\_\_\_\_

Applicant's name in full \_\_\_\_\_

Applicant's present address \_\_\_\_\_

Under Section 438 of the General Education Provisions Act (20 U.S.C. 1232g), if you are accepted and enrolled as a student at Southern Methodist University, you have the right to inspect your admission file. However, the Act provides that the student may waive the right of access to confidential recommendations. If you wish to waive the right of access to the recommendation being submitted on this form, please sign your full name on the following line.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

To the individual completing this form: If you prefer to write a separate letter of reference, please address the questions below in your letter. Thank you.

1. How long and in what capacity have you known the applicant?

2. Please give your assessment of the applicant's academic preparation and of his/her industry, motivation, and capacity for demanding academic work.

3. Describe the applicant's work as a teacher (professionalism, ability to motivate students, skill at making subject matter relevant, etc.).

4. Do you know anything that might detrimentally affect the applicant's academic or professional performance?

5. Please give any other information concerning the applicant that you think would be useful to the admitting department. (Use additional sheets if necessary).

6. Using the chart below, please give us your appraisal of the applicant relative to others you have known in a similar capacity.

	Exceptional (top 2%)	Outstanding (top 5%)	Excellent (top 15%)	Good (top 1/3)	Average (mid1/3)	Below Average (bottom 1/3)	Not Observed
Intellectual Ability							
Maturity							
Motivation							
Ability to work with others							
Creativity and Imagination							
Self-Confidence							
Leadership Potential							
Ability to analyze a problem and formulate a solution							
Oral Communication Skills							
Written Communication Skills							

Overall Rating: \_\_\_strongly recommend \_\_\_recommend \_\_\_recommend with reservations \_\_\_do not recommend

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
(please print or type)

Title \_\_\_\_\_ Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone(    ) \_\_\_\_\_ Fax(    ) \_\_\_\_\_ E-mail \_\_\_\_\_