

**UNIVERSITY OF NEW HAVEN  
DEPARTMENT OF EDUCATION**

**GPA Waiver Policy for Acceptance of Graduate Candidates  
with a Grade Point Average (GPA) Below 2.7**

**Deadline for Application: April 1<sup>st</sup> for the Fall or Winter Trimester**

The Connecticut State Program Approval Standards for acceptance into an initial educator certification program require candidates to have a minimum undergraduate cumulative grade point average (GPA) of B- (2.7 on a 4.0 GPA scale). Acknowledging that some otherwise qualified candidates may not possess the minimum GPA, the Connecticut State Program Approval Standards also state that the GPA minimum requirement may be waived by the institution under unusual or extenuating circumstances. Therefore, a GPA Waiver Committee composed of the Education Department Chair, the Recruitment and Internship Coordinator, the Coordinator of Capstones, and the Certification Officer will consider a waiver of the GPA requirement for candidates who meet the following criteria and complete the following application materials:

1. Applicants who have a minimum cumulative undergraduate GPA of at least 2.5 may apply for a GPA Waiver. There is no waiver available for less than a 2.5 GPA. The final GPA is determined by totaling the GPA hours and GPA points from **all** undergraduate transcripts accepted by the degree granting institution. **GPA's for coursework taken after the awarding of the degree will not affect the undergraduate GPA. Graduate work will be considered as additional evidence for continuing the application process.**
2. All prerequisites must be completed prior to the start of the program.
3. Applicants must submit a completed "Application for GPA Waiver" form (page 3).
4. Applicants under final consideration for a waiver must be interviewed by the Waiver Committee.

**Please note:**

- The GPA Waiver Committee will review all applications.
- GPA waivers for applicants in current year subject shortage areas will be given preference in the acceptance process.
- The CT State Department of Education (CSDE) allows UNH to accept only 10% of its applicants as waiver candidates.
- The decision of the GPA Waiver Committee is final.

**To apply for a GPA waiver, submit items in two separate packets as indicated below:**

**Packet 1** Send completed UNH general application documents to the Graduate Admissions Office.

This includes the following:

- Application form to the UNH Graduate School
- Official **final transcripts** from **all schools attended**
- **Two** sealed, recent letters of recommendation from individuals who have observed the waiver applicant in a field related to education (ex. coaching, substitute teaching, scouting leadership, camp counselor).
- PRAXIS I score sheet or PRAXIS I waiver letter
- PRAXIS II score sheet for **SECONDARY APPLICANTS ONLY**
- Education information form (online)
- Resume

**Packet 2** *For confidentiality purposes, send the following waiver documents to the Education Department, c/o the Certification Officer:*

- **Completed waiver application form**
- **Letter of request to the GPA Waiver Committee that includes a *detailed statement* of the extenuating circumstances that supports one of the four rationales listed below**
- **Evidence/documentation to support one of the four rationales**

**Rationales for GPA waiver consideration:**

1. Applicant completed his/her undergraduate program at least ten years prior to application to an initial educator certification program and has subsequently demonstrated evidence of successful professional experience/ accomplishments and/or successful completion of a graduate degree program;

*Documentation/evidence includes: official transcripts and/or evidence of successful employment*

2. Applicant has overcome temporary adverse or disabling conditions, as demonstrated by sustained improvement over time in his/her overall GPA;

*Documentation/evidence includes: explanatory letter from physician, therapist, or other medical professional including relevant dates*

3. Applicant has a B average or better in the academic content area for the endorsement sought, or in an undergraduate major;

*Documentation/evidence includes: official transcripts from all higher educational institutions*

4. Applicant had an unusual/extenuating circumstance, such as family crisis, illness, trauma;

*Documentation/evidence may include: explanatory letter from family member, accident/insurance report, family member obituary*

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**APPLICATION FOR GRADE POINT AVERAGE (GPA) WAIVER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First M Last (Maiden)

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Bachelor's degree/Major: \_\_\_\_\_

Institutions Attended: \_\_\_\_\_

Teacher Licensure Sought: Elementary (K-6) \_ Secondary (7-12) Subject: \_\_\_\_\_

**Rationale(s) Cited:**      \_\_\_\_\_ **1**      \_\_\_\_\_ **2**      \_\_\_\_\_ **3**      \_\_\_\_\_ **4**

Please **initial** each item to indicate inclusion in the waiver packet.

\_\_\_\_\_ GPA Waiver Request Letter

\_\_\_\_\_ Documentation/evidence to support selected rationale

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**FOR OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

\_\_\_\_\_ Application Complete

\_\_\_\_\_ Application Incomplete

Documents Missing: \_\_\_\_\_