

UNIVERSITY OF LETHBRIDGE  
FACULTY OF EDUCATION

**Education 2500 – Orientation to Teaching  
Waiver Policy**

A student may petition to have Education 2500 (EDUC 2500) waived on the basis of previous paid or volunteer classroom experience.

**A Waiver of EDUC 2500 does not carry university course credit. Once admitted into the Faculty of Education, the student must replace EDUC 2500 with another Education elective.**

Only the following school settings will be acceptable for earning a waiver:

- Public school within Canada
- Separate school within Canada
- Charter or Private school within Canada with *prior* approval from the Assistant Dean, Student Program Services, Faculty of Education

The following documentation is required:

1. Letter of request written by the applicant for a Waiver of EDUC 2500 submitted to Student Program Services, Faculty of Education, by **February 1**.

This letter must include a description of classroom experiences, including grade level of the children involved (grades K-12) and the time spent teaching/assisting/observing, for a minimum total of **120** hours. Please include your personal contact information such as phone number, email address, mailing address, and U of L ID # if applicable.

2. Letter (s) of reference written by the supervising teacher (s) submitted to Student Program Services, Faculty of Education, by **May 1**.

Letters **must state specifically the total number of hours** – not the number of days or weeks, completed by the student. The teacher(s) will provide a description of duties performed by the student as well as identifying the student's suitability to teaching including a **favourable recommendation to the teaching profession**.

- Although the Waiver request is due **February 1**, applicants have until **May 1** to acquire the school hours and submit their reference letters.
- All reference letters must be on school letterhead and include a teacher's signature. Supervising teachers must have current teacher certification. Students

should select only one or two supervising teachers within one school.

- Experiences must be in a **Canadian** school classroom setting under the supervision of a certified teacher where grades K-12 curriculum is taught.
- Activities outside the regular school day will not be considered as part of the 120-hour requirement. (e.g. coaching, play or musical production, adult education, tutoring, field trips, etc.)
- A student must have a minimum GPA of 2.5 to be eligible for a Waiver.
- **A high school student's Work Experience course does not count towards the fulfillment of the 120 hours.** Additionally, any volunteer experience while still a high school student will not be considered.
- Students in the U of L Combined Degrees program are not normally eligible for a Waiver of EDUC 2500. It is expected that students in the Combined Degrees program will take the EDUC 2500 course or its equivalent from a transfer institution.
- Students who have previously taken EDUC 2500 but either failed the course or were not recommended are not eligible for a Waiver of EDUC 2500.
- Students who receive a waiver of EDUC 2500 must complete Professional Semester III in Alberta (due to TQS requirements).
- A Waiver of EDUC 2500 is valid for two years from the time of approval.**

### **EDUC 2500 WAIVER DEADLINES**

**Waiver Request: February 1**

**Supporting Documents: May 1**

It is the candidate's responsibility to arrange for documentation to be submitted to:

Student Program Services  
Room TH 421, Faculty of Education  
University of Lethbridge  
4401 University Drive  
Lethbridge, AB T1K 3M4

Phone: 403.329.2254

[edu.sps@uleth.ca](mailto:edu.sps@uleth.ca)

Fax: 403.329.2372

If you intend to apply to the Faculty of Education, please note the following deadlines:

**Application Deadline: February 1**

**Application Document Deadline: March 1**

*January 10, 2018*