

## Request for Internship Application Deadline Extension

In accordance with CEHD policy, all students must submit a complete internship application, including official and passing licensure test scores and completion of content area courses, if applicable, by the posted internship application deadline to be eligible to participate in a Traditional Student Teaching or On-the-Job internship.

Students may submit a request for an internship deadline extension for review by their academic advisor or designated program faculty and the director of the TEACHERtrack office. **Approval of extension requests is not guaranteed.**

Please note:

- All other application requirements must be submitted by the posted deadline to include, Part 1 and Part 2 of your application.
- You may only submit **one** extension form per application cycle. It must include all requests.
- You may not submit a new request if you are unable to meet the requirements of a previous one.
- Extension requests must be signed by your program **before** you upload the form to your application OR submit it to the Clinical Practice Specialist for review.
- Your request must meet the guidelines specified below.

### Late Application Submission:

We must receive your extension request no more than two weeks after the posted application deadline. Please note: Submitting a late application may limit your ability to be placed in certain school divisions.

- Traditional student teaching applications: late application submission requests must be received by:
  - Applications for Spring placement: October 1
  - Applications for Summer/Fall placement: March 1
- On-the-Job applications, late application submission requests must be received by:
  - Applications for Spring OTJ: November 15
  - Applications for Fall OTJ: July 15

### Content Area Review Completion (For Applicable Programs):

You may submit an extension request to complete a content area review (CAR) based on the following guidelines:

- You submitted your internship application and all other requirements by the specified deadline.
- If you are applying for:
  - Fall Internships- you may have no more than 6 credits outstanding
    - (9 credits will be allowed for ELED Year-long candidates, only.)
  - Spring Internships – you may have no more than 3 credits outstanding
- Your proposed timeline for completion adheres to the reporting deadlines below.

### Licensure Testing:

You may submit an extension request for licensure test completion based on the following guidelines:

- You submitted your internship application and all other requirements by the specified deadline.
- Your proposed timeline for completion adheres to the reporting deadlines below.
- Official and passing test results must be received by Mason by the deadlines below. Therefore, you should plan to take exams at least 4-6 weeks prior to the deadline, **at the latest.**

**All outstanding licensure testing or content area review requirements must be officially reported to Mason by no later than:**

- Spring Internships: December 15
- Summer Internship (EDSE General, Adapted and VI Only): May 1
- Fall Internships: August 1

**Request for Internship Application Deadline Extension**  
**Traditional Student Teaching or On-the-Job Internship Applications**  
**CEHD School of Education**  
[internsh@gmu.edu](mailto:internsh@gmu.edu)

You will be notified of a decision via your Mason email within 2-4 weeks of submitting your request to the Clinical Practice Specialist. Please contact [internsh@gmu.edu](mailto:internsh@gmu.edu) with any questions.

Name:	G Number:
Mason Email:	Program:
Date of Request:	Internship Type:
Missing Requirement/s:	
Reason for extension. Please explain why you were unable to meet the requirement prior to the deadline and why you are unable to pursue the next application deadline.	
<p><b>Testing Data</b> - If you are requesting an extension for a licensure test, please answer the below:</p> <p>How many times have you taken the following tests <b>prior</b> to this extension? Write N/A if the test does not apply to you.</p>	
VCLA Reading ____; VCLA Writing ____	Praxis II: Art ____
Praxis Teaching Reading: Elem. (or RVE) ____	Praxis II: English ____
Praxis Multi-Sub:	Praxis II: Math ____
Math ____; RLA ____; SS ____; Sci ____	Praxis II: Music ____
Praxis II: History/SS ____	<p>If your test is not list, write the name and state the number of times you have taken it:</p> <p>_____</p>

I have read the extension guidelines on the first page of this form and I certify that my request meets those guidelines. (Initial here: \_\_\_\_\_)

I agree to meet all my outstanding requirements by submitting official test scores or transcripts showing completed endorsements by the following date (due date varies by semester):

- Spring Internships: December 15
- Summer Internship (EDSE General, Adapted and VI Only): May 1
- Fall Internships: August 1

In the next space, please outline your timeline for completing your outstanding requirement.

- **If you have an outstanding licensure test, please include the date in which you have registered for the exam and include your registration ticket along with this request.**
- **If you are missing an endorsement class, please indicate the course/CLEP you have registered for, whether you have it pre-approved by the Endorsement Specialist, and the date(s) of the course/CLEP. You will be required to submit proof of enrollment along with your request.**

Your internship application and/or all other requirements are due by the posted deadline. You will be required to upload your **completed and signed** extension form as part of your internship application, as well as any supporting documentation.

Timeline for completion:

*By signing below, I certify I am only missing the requirement(s) stated above and I will submit my internship application, with all other materials, by the noted deadline. I also indicate my understanding that, if an extension is granted, I will be required to meet the timeline specified above and submit official documentation for all outstanding requirements by the above deadline. I understand that if I do not meet the extension deadline noted, my internship application will be withdrawn and I will be required to apply for internship in a future semester. I understand no additional extensions will be provided for this application cycle.*

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

Conditional Approval by Advisor: By signing below, your academic advisor conditionally approves your internship application based on the timeline you have provided for submitting outstanding requirements. **You must upload or submit a request signed by your academic advisor/program faculty or it will not be accepted.**

Advisor/Program Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_