

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 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.
- 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 academic advisor **before** you upload the form to your application OR submit it to the Clinical Practice Coordinator 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 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

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

Name:	G Number:
Mason Email:	Program:
Date of Request:	Internship Type:
Missing Requirement:	
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>I have read the extension guidelines on the first page of this form and I certify that my request meets those guidelines. (Initial here: _____)</p> <p>I agree to meet all my outstanding requirements by submitting official test scores or transcripts showing completed endorsements by the following date: ____/____/_____</p>	
<p>In the next space, please outline your timeline for completing your outstanding requirement.</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	

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 or it will not be accepted.**

Advisor Signature _____ Date _____

Additional Advisor Comments:

TEACHERtrack office use only:

Conditionally Approve: Deny:

Director Signature _____ Date _____

Extension Request processed on: ____/____/____

Decision sent to student on: ____/____/____

Outstanding requirements completed on: ____/____/____