

## PURPOSE

This policy outlines the process for candidates who wish to complete a practicum or internship outside of the established partnership schools. Candidates must submit the exception form application for review based on the deadlines listed below. The Professional Education Unit Exceptions Committee will consider each request and refer to the appropriate faculty program chair and department head/chair for support. Exceptions are considered only in rare circumstances and must demonstrate both **(A)** strong evidence of candidate success, and **(B)** significant documented need.

### A. Evidence of Candidate Success

Candidates may request an exception only if they have demonstrated consistent success in all of the following areas.

Area	Definition of Success	Required Evidence
Professional Dispositions	Meets or exceeds program expectations for professionalism, reliability, communication, respect, and commitment to the profession	Dispositions Assessment form with ratings with a score of 1 or higher across all disposition areas or letter of support from faculty.
Teaching Performance	Demonstrates competence in instructional planning, classroom management, and assessment as measured by field performance evaluation.	Most recent KEEP evaluation showing scores of “Developing” or higher in all constructs or letter of support from faculty.
Content Knowledge	Successfully completes relevant coursework with evidence of strong academic performance	Unofficial transcript showing a minimum GPA of 3.0 in education courses or letter of support from faculty verifying academic proficiency.

### B. Documented Evidence of Need

In addition to demonstrating success, candidates must provide documentation of one or more of the following verified circumstances:

- Documented medical conditions **OR**
- Proof of extenuating family circumstance **OR**
- Proof of financial hardship

## APPLICATION PROCESS

1. Complete the Application for Clinical Experience Exception
2. Attach all required evidence
3. Submit the completed application and attached evidence by the deadline listed on the application to the Professional Education Unit Exceptions Committee chair, Emily Stevens at [CAS@wichita.edu](mailto:cas@wichita.edu) or the College of Applied Studies Advising (CASA) office.

## REVIEW AND DECISION TIMELINE

The Professional Education Unit Exceptions Committee meets once a month. They will review applications in consultation with the faculty program chair and department head/chair. Decisions are based on verified need, evidence of prior success, and availability of suitable supervision at the requested site. Candidates will be notified of the decision within one week of the committee meeting.

Priority will be given to applications for out of district placements that are submitted as follows:

- Application for a Spring semester placement must be submitted by **October 1**.
- Application for a Fall semester placement must be submitted by **March 1**.

## ADDITIONAL FEES

**Please note:** If approval for a field placement at a school outside the established partnership schools is granted, a fee up to \$500 will be added to the candidate's tuition/fees account to cover the cost of additional support outside of the established partnership schools. This fee will be calculated using the following formula: (Number of required supervisory visits X round-trip mileage between WSU and the placement site X current university mileage reimbursement rate) + supplemental supervisory fee (if applicable). The supplemental fee will only be applied in cases where supervision is outside of a faculty member's normal teaching load. This amount will be determined by the Department Chair/head in accordance with the expected supervisory hours and applicable university, college, and department compensation guidelines.

**I. CANDIDATE INFORMATION**

Name of WSU Candidate: Major:  
 WSU ID: Email Address:  
 Address: Phone Number:

**II. BACKGROUND INFORMATION**

This information is required to ensure your requested placement is not in a school you previously attended. Placement in a prior school or with a former teacher may create a conflict of interest and may not be approved. If you attended schools in more than one district, please list all applicable districts and buildings.

School Level	District Attended	School Building Name
Elementary School		
Middle School		
High School		

**III. REQUESTED PLACEMENT INFORMATION**

Requested District: Requested Building:  
 Requested Cooperating Teacher (Optional): Requested Grade Level:

Please note that your request cannot be guaranteed. Final placement depends on district approval, mentor teacher qualifications, school accreditation, and other related factors.

**IV. REASON FOR REQUEST**

Please check the reason for your request (check all that apply):

Documented medical conditions.  Extenuating family circumstance.  Financial hardship

Please provide detailed justification for your request:

*(Describe your situation, including why an exception is needed and how the requested site supports your success.)*

**V. REQUIRED DOCUMENTATION**

Please check that you have gathered the following required documentation to submit with your application:

- Documentation supporting your reason for request that aligns with justification in section IV. (medical, family, or financial)
- Most recent Dispositions Assessment
- Most recent KEEP evaluation
- Unofficial Transcript

**VI. CANDIDATE CERTIFICATION**

I certify that the information provided is accurate and complete. I understand that exceptions are rare and must show both strong evidence of success and documented need, and that requested placements are **not guaranteed** and depend on district approval and site qualifications.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit the completed application and all required attachments to the Professional Education Unit Exceptions Committee at [CASE@wichita.edu](mailto:CASE@wichita.edu) by the priority deadline:

- October 1<sup>st</sup> (for Spring placements)
- March 1<sup>st</sup> (for Fall placements)

Priority deadlines ensure placement decisions can be finalized by November 1<sup>st</sup> (for Spring placements) and April 1<sup>st</sup> (for Fall placements), which are the preferred target dates for confirming most field placements. Incomplete or late applications may delay processing and reduce the likelihood of approval.

**FOR INTERNAL USE ONLY**

Name of WSU Candidate: <b>WSU ID:</b>	
<b>Step 1</b>	<b>Program Chair Feedback</b> <input type="checkbox"/> Support <input type="checkbox"/> Do not support  Name of WSU faculty member who will be supervising the placement and on-campus concurrent class:  Comments:  Program Chair Signature: <b>Date:</b>
<b>Step 3</b>	<b>Professional Education Unit Exceptions Committee Decision</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied  Comments:  Committee Chair Signature: <b>Date:</b>
<b>Step 4</b>	<b>Placement Confirmation</b> Affiliation Agreement Secured with District: <input type="checkbox"/> Program letter with criteria sent to district with placement request: <input type="checkbox"/> District: <b>Building:</b> Cooperating Teacher: <b>Email:</b> Date placement was confirmed with district office personnel: Placement Coordinator Signature: <b>Date:</b>
<b>Step 5</b>	<b>Department Chair Notification and Calculation of Out-of-Area Placement Fee</b>  ( <input type="checkbox"/> supervisory visits X <input type="checkbox"/> round-trip mileage between WSU and the placement site X <input type="checkbox"/> current university mileage reimbursement rate) + <input type="checkbox"/> supplemental supervisory fee (if applicable)  Department Chair Signature: <b>Date:</b>
<b>Step 6</b>	For Priority Applications, final Exceptions Request and Placement Information emailed to Student by November 1 <sup>st</sup> for Spring placements and April 1 <sup>st</sup> for Fall placements.