



## Student Teaching Application Policy & Procedures Spring 2018

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**Overview:** Candidates must apply for student teaching, by the specified deadline which occurs the quarter before the experience. We may allow a short grace period after the deadline on a case by case basis; but once that is passed, candidates will need to reapply for their student teaching experience, waiting for the next application window.

**Rationale:** We require candidates to apply for student teaching early in the previous quarter in order to have enough time for clearances (i.e., allowing fingerprinting, OSPI background check, etc.) to take place and allowing time for placement in a classroom. Sticking to the communicated timeline allows for these processes to take place, keeping our partner schools from being inundated at the last minute, and our candidates from seeking to rush through the clearance process.

### Procedure:

- Candidates must apply for student teaching by the specified deadline posted on the Office of Field Experience website which is typically March 1 for fall quarter student teaching, June 1 for winter, and December 1 for spring quarter.
- On a case-by-case basis, candidates will be given a one-week grace period after the posted application deadline, allowing room for unexpected circumstances.
- After the one-week grace period, candidates will be required to wait and reapply for the next available application window). For example, if a candidate, applying to student teach during spring quarter, misses the December 1 application deadline, they will need to wait and apply for student teaching during the next application window (i.e., March 1), moving their student teaching experience to following fall quarter. Please note: delaying the student teaching experience may also delay graduation.
- If a candidate turns in an application late and it is denied, they will need to submit a brandnew application to apply for the next available quarter.
- Any appeals should be made to the Office of Field Placement (TeachEd@cwu.edu), Black Hall 101.