

COE POLICIES - GRADUATE

Revised March 2011

POLICIES:

1) Field Experience Application Due Dates

MST Clinical Internship I and II Application Due Dates

- **Fall** applications will be accepted from March 21 to April 21
- **Spring** applications will be accepted from August 21 to September 21

Counseling in the Educational Setting

- **Fall** applications for Internship will be accepted from February 15 to March 15
- **Spring** applications for Practicum will be accepted from September 15 to October 15

Clinical Experience in Special Education

- **Fall** applications for Internship will be accepted from February 15 to March 15
- **Spring** applications for Internship will be accepted from September 15 to October 15
- **Summer** applications for Internship will be accepted from February 15 to March 15

Special Education Endorsement (Post Bac/Alternate Route Students ONLY)

- **Fall** applications will be accepted from February 1 to March 1
- **Spring** applications will be accepted from August 21 to September 21
- **Summer** applications will be accepted from January 1 to January 31

**Students must apply in person in the Student Services Center on the 2nd floor of Education Hall during regular business hours.*

**If the ending application date falls on a weekend or holiday, applications will be accepted on the following business day.*

**Applications may be downloaded during the application period only.*

**Late applicants must pay a late fee of \$100 and file an appeal with the Student Services Center Appeals Committee.*

PROCEDURES:

2) Student Advising Files

- a) When any university faculty or any university administrators contact advisors (via email, phone, memo, or face-to-face conversation) concerning a candidate's dispositions/performance, this information becomes a part of the official file unless otherwise directed by the faculty member.

3) Student Fees

- a) All declared education major, minor, and post baccalaureate students will be charged a \$50 Education Student Fee each fall and spring they are registered. Students will not be charged this fee for summer.