

SPRINGFIELD COLLEGE  
Educator Preparation & Licensure Office  
Practicum Placement Waiver Policy\*

Students who wish to do their practicum at a distance, at a private school or at a school district outside of Massachusetts must submit the “Practicum Placement Waiver Form” and send an email with the rationale to the Director of Educator Preparation and Licensure, Dr. Davis-Delano ( [@spfldcol.edu](mailto:@spfldcol.edu) )

The email should state all compelling reasons for making an exception to the policy. If requesting a site at a distance, the student must list, in order of priority, at least three schools/districts where s/he is interested in completing the practicum.

Students must follow all practicum placement procedures and requirements for their specific program as detailed in the Educator Preparation Handbook (e.g., meet all course requirements, maintain minimum GPA) before the request will be considered.

Some of the factors taken into consideration prior to approving such a request are:

- Ability to secure a suitable quality practicum site  
Note: Student must be able to meet Massachusetts standards through the PPA while out-of-state. This includes citing the MA curriculum frameworks on all lesson plans.
- Ability to secure a college supervisor affiliated with Springfield College
- Student is in good academic standing and has the support of the department

The decision whether or not to make an exception to the policy is made by the Director of Educator Preparation & Licensure in consultation with the appropriate department chair and/or program director.

The Director will contact the student once a decision has been made.

If the request is approved, **students are expected to attend all required meetings/seminars scheduled during the practicum.** It is the student’s responsibility to ensure that any additional district requirements are completed on time (e.g. a Criminal Offender Record Information (CORI), fingerprinting, etc.).

I understand that I will not be placed until I have met all placement requirements and fully agree to the above conditions.

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Student’s Signature

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Date

\*The Massachusetts Department of Elementary & Secondary Education has mandated that all requests for completion of the practicum in a setting other than a Massachusetts public school be institutionally approved.

