**Instructions for Requesting an Initial Field Experience Course Waiver**

Undergraduate degree-seeking candidates are eligible for a waiver for EDUC 298: Fieldwork I or ELAD 485: Observation and Assessment of Young Children & Pre-Practicum/Fieldwork if there is appropriate previous work experience. Students should apply for course waiver by submitting the second sheet of this Course Wavier Request form and documentation of work experience on school letterhead (see below for a list of items to address in the letter).  Please submit these requests to the Office of Field Placement in order to be considered for the waiver using your Mercer Live email address.

Please note the following when requesting a course waiver:

1. A Para-Professional in the undergraduate program may request a waiver of EDUC 298 or ELAD 485 provided that the following supporting documentation of work experience is provided:
	* Documentation should be on School System or School Letterhead.
	* Documentation should be for the grade level appropriate to the certification level being sought by the teacher candidate.
	* The documentation should include 1.) the name of the school system, 2.) the school name, 3.) the Principal or Director's name, 4.) the classroom teacher’s name, 5.) the grade level, 6.) a description of work responsibilities, 7.) a description/outline of the time frame of employment and 8.) appropriate signatures (Principal/Director and/or Classroom Teacher).
	* Work experience cited in the letter must be recent (within 1-2 years of the date that the waiver request is submitted). If your work experience does not fit these criteria, you may still qualify for Prior Learning Assessment for EDUC 298 or ELAD 485, so please start by submitting the waiver.
	* Scan documents and e-mail: tiftfieldplacement@mercer.edu
* Work experience that is noted in the supporting documentation must be in the same field as the candidate’s current program (i.e., candidates who are enrolled in the Elementary/Special Education program candidates must cite recent work experience in a regular education elementary school setting; candidates who are enrolled in the Middle Grades Education must cite recent work experience in a regular education middle school setting. Candidates who are enrolled in the Secondary Education program must cite recent work experience in a regular education middle or high school setting.).
1. If the request for a waiver is submitted to the Office of Field Placement during either of the field experience application periods, then the candidate should submit an online application for EDUC 298 or ELAD 485. If the waiver is approved, then the Office of Field Placement will update the online application so that it reflects EDUC 399 or ELAD 487.
2. Teacher candidates who obtain the waiver will participate in all other field experiences (i.e., Fieldwork II, Practicum, and Student Teaching) and adhere to the policies and procedures established for each experience. Planning ahead is vital in order to meet the diversity placement requirements.



**Course Waiver Request for Field Experience**

**(Based on Previous Work Experience *Only*)**

Student’s Name: MUID# .

Address: Major: .

 Street City, State, Zip

Concentration Area(s) if applicable: .

. Date: .

Student’s Signature (required)

**REQUEST FORM MUST BE SUBMITTED WITH APPROPRIATE DOCUMENTATION.**

**DO NOT WRITE BELOW THIS LINE: FOR OFFICE USE ONLY.**

**The Course Waiver request for the above named student has been:**

**APPROVED**

Course Number & Name: **EDUC 298 or ELAD 485** Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rationale: **Student has the following work experience:**

 Position: Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 School: County: \_\_\_ .

**DENIED** (applicable reasons checked below): Course .

□ Incorrect Grade Level □ Does not meet state requirements

□ Private Institution □ Documentation not provided □ Institution not accredited □ No waiver allowed for this course

□ Other

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DO NOT WRITE IN THIS BOX**

**Approved**

**Denied**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_**

 **Coordinator of Field Placement**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cc: Registrar’s Office**

 **Student’s File**