WAIVER OF PROGRAM COMPONENT

The Massachusetts Department of Elementary and Secondary Education has mandated that all requests for waivers of components of accredited preparation programs be institutionally approved. This approval process is defined under waiver policies and procedures: “Sponsoring organizations with approved preparation programs [AIC] have the authority to review prior course work and work experience of their candidates and waive otherwise required work, including the first half of the practicum or practicum equivalent, when designing programs of study for them. Granting such waivers is the official responsibility of the sponsoring organization. Records of candidates for whom coursework or other program requirements have been waived must be available during onsite review.” 7.03(1)(b). Waiver of program components. Regulations for Educator Licensure and Preparation Program Approval in Massachusetts. (Regulations effective 6/26/12 with most recent amendments)

Waiver Application Procedure

1. Waiver requests are required for:
   a. Pre-practicum hours
   b. Practicum hours
   c. Inclusion component of Practicum
   d. Early Childhood (grade levels) component of practicum
   e. Petition to proceed to final six credits without attending culminating workshop
   f. Late application for practicum or field based research
   g. Practicum site variance- private/parochial (no out-of-state sites will be approved)
   h. Variance to start date of practicum
   i. Supervising Practitioner – field of licensure/proficient rating
   j. SEI course taken with one’s district.

2. Applications for a + b (above) are found in the Student Handbooks for Pre-practicum. Candidates must submit it and accompanying documentation to prepracticum@aic.edu.

3. For e + f (above), candidates may be use the General Academic Petition posted on the XCP Student Reference Area. Completed petitions must be submitted to the Associate Dean of Education (esta.sobey@aic.edu).

4. Regarding the SEI course (i) – Sheltered English Immersion – if the candidate has completed the new state training with one’s district, a copy of the certificate must be sent to the student advisor who will inform the Associate Dean.

5. All other requests for waivers must be submitted directly by email to the Associate Dean of Education (esta.sobey@aic.edu) and approved prior to the practicum/pre-practicum or field-based research experience begins.