**DELAYED ENTRY REQUEST FORM**

**(FORM USED FOR STUDENTS REQUESTING DELAYED ENTRY TO THE FIELD PRACTICUM)**

Instructions: This form is to be generated by the student as soon as the student knows of changing circumstances and the need for delayed entry into the field practicum. Refer to the relevant policy pertaining to this form for further information. The policy is located in the “Undergraduate Handbook,” the “Graduate Handbook,” and the *Field Education Manual.*

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| STUDENT’S NAME: |
| ADDRESS: |
| PHONE: |
| OU EMAIL: |
| PID #: |
| STUDENT’S LEVEL: UNDERGRADUATE FOUNDATION ADVANCED |

1. ALL STUDENTS: please describe your reason for requesting delayed entry into the field practicum:

2. UNDERGRADUATE STUDENTS: please outline your plan for delayed entry to the senior sequence and field practicum along with the date you will return to the program. Delayed entry should not be longer than three years and must include the expected return date, such as Fall Semester, 20\_\_:

GRADUATE STUDENTS: please outline your plan for delayed entry to field along with the date you will return to the program. You must follow the guidelines for degree term limits set forth by the graduate college and must include the expected return date, such as Spring Semester, 20\_\_:

3. ALL STUDENTS: Important: please list your notification date. This is the date that you will notify the program of your intention to return as planned. Example: February 1, 20\_\_. This is the final step in your plan and relates to allowing time to engage in field placement activities with your cohort in preparation for returning!

Note for Undergraduates: After delayed entry has occurred and when the student is ready to return to the senior sequence (including field), the student will then reactivate his or her re-entry by giving advanced notice to the program director, undergraduate coordinator, field education director, and the academic advisor. This notice must be in writing and must be received **at or within a few days of February 1**, in the year before re-entry into the field is to occur, in order that the student may take part in the field placement process with the entire cohort. If the student follows the plan set forth in the “Delayed Entry Request Form” and if the student notifies the program of his or her return within the above-mentioned timeframe, the student can proceed with the field placement process in a routine fashion, as described in the “Undergraduate Pre-placement Field Calendar.” If the student does not return as per the plan in the original request form or does not notify the program of his or her return in time to participate in the field placement process (see above date), then a review has to take place to consider the matter, and re-entry is not guaranteed.

Note for Graduate students: After delayed entry has occurred and when the student is ready to return to the field placement, the student will then reactivate his or her entry by giving advanced notice to the program director, graduate coordinator, field education director, and the academic advisor. This notice must be in writing and must be received at or **within two months prior to the time of re-entry into field**, in order that the student may engage in the preparations of developing a field placement. If the student follows the plan set forth in the “Delayed Entry Request Form” and if the student notifies the program of his or her return within the above-mentioned timeframe, the student can proceed with the field placement process in a routine fashion. If the student does not return as per the plan in the original request form or does not notify the program of his or her return in time to participate in a field placement process, then a review has to take place to consider the matter, and re-entry is not guaranteed.

SIGNATURES AND DATES:

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| STUDENT: |
| ADVISOR: |
| \*FIELD EDUCATION DIRECTOR: |
| \*PROGRAM COORDINATOR: |
| \*SOCIAL WORK PROGRAM DIRECTOR: |

\*Indicates approval of the request for delayed entry and the plan for returning.

Comments Section:

Copies to:

Student

Student’s Record (Deb Pack)

Advisor

Field Education Director