



Office of Teacher Certification
Education Building/Room 208
Phone 773.995.2519 Fax 773.995.3623

College of Education Academic Petition

Candidates enrolled in an education program can, due to extenuating and documented circumstances, petition the Admission and Standards Committee to approve an exception to:

- a College of Education policy
- a department policy that has not been granted at the department level

It is the candidate's responsibility to attach pertinent documents that support the claims asserted in the petition. Documents become part of the candidate's academic record and will not be returned. Statements and claims asserted in the petition will not be considered by the Committee if supporting documentation is not attached.

Deadline: *Academic Petitions submitted to Teacher Certification by the last day of the month will be reviewed by the Admission and Standards Committee the following month.* A recommendation will be made by the Committee to the Dean of Education, who makes the final decision. Decision letters will be mailed to the candidate at the address listed on this form.

Please Note: Do not use this Academic Petition form to request course offerings, or to address a grievance, complaint, or disagreement about a decision that has been made regarding: a course grade; admission to the College of Education, student teaching, or other clinical experiences; dismissal from an education program, course, or clinical experience; evaluation or grade in a clinical experience; or certification. Information about The College of Education Student Grievance Procedure is available in the Undergraduate and Graduate Catalogs, and in the office of the Dean of Education, ED 320.

[PLEASE PRINT IN INK OR TYPE]

Name _____
Last First M.I.

Address _____
Street & No. Apt # City State Zipcode

Telephone No. (_____)
Daytime Evening

PLEASE STATE :

(A) THE COLLEGE OF EDUCATION OR DEPARTMENT POLICY YOU ARE REQUESTING AN EXCEPTION TO:

(B) THE EXTENUATION REASON(S) YOU DID NOT COMPLY WITH THE POLICY (ATTACH SUPPORTING DOCUMENTATION):

(C) THE REASON(S) YOU SHOULD BE GRANTED THIS EXCEPTION:

[ATTACH ADDITIONAL PAGES AND ALL SUPPORTING DOCUMENTATION.]

White: Teacher Certification

Yellow: Department

Pink: Candidate