



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 the Teacher Certification Officer 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 Note: Requests which could constitute a request for an academic adjustment/modification on the basis of a disability will be processed as such and will therefore be referred to the Abilities Office for processing. A requesting student will be notified that his/her petition has been forwarded to the coordinator of the Abilities Office. If you prefer not to pursue this process, please indicate by checking here: ___ I do not wish to pursue this petition as a disability-related request. I understand that the Admission and Standards Committee does not authorize academic adjustments/modifications based on a disability.

[PLEASE PRINT IN INK OR TYPE]

Name _____ UID or SSN _____
Last First M.I.

Address _____
Street & No. Apt # City State Zipcode

Telephone No. () () () _____ () _____ Email _____
Daytime Evening Mobile

PLEASE STATE :

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

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

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