

Submit completed petition to the Education Student Services Center (ESSC), JH 170, for processing.

Name: \_\_\_\_\_ CSU ID: \_\_\_\_\_

**\*\*\*All petition correspondence will be sent via your CSU e-mail address\*\*\***

Status:     Undergraduate     Post-Bacc/SAL     Master's/Ed.S.     Graduate Non-Degree/Licensure/Certificate     Doctoral

College:  Education/Human Svcs     Business     Collegiate Studies     Engineering     Honors     Lib Arts/Social Science     Science     Urban

Program: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

ESSC Advisor: \_\_\_\_\_

**CODES FOR SIGNATURES/DOCUMENTATION/INFORMATION THAT MAY BE REQUIRED:**

- |  |  |
|--|--|
| A. Signature/Rec. of Advisor (use back of petition)    | F. Course Relevancy Statement(s)   |
| B. Signature/Rec. of Instructor (use back of petition) | G. Course Information ( <b>must include Course #, Section #, Term/Year</b> )       |
| C. Letters of Support                                  | H. Signature/Rec. of Prog./Dept. Chair of Student's program (use back of petition) |
| D. Medical Documentation                               | I. Signature/Rec. of Dept. Chair offering course (use back of petition)            |
| E. Emergency Tuition Adjustment Request Form           | J. Other (specify) _____   |

**PETITION TYPE (to avoid a delayed decision be sure to include and/or obtain required documentation/information and signatures or petition will be returned)**

Petition Type (Check appropriate box or boxes)	See above codes for →	Required Documentation/Information	Required Signatures Prior to Submission to JH 170
<input type="checkbox"/> Course Substitution		G	A, H
<input type="checkbox"/> Course Waiver		G	A, H
<input type="checkbox"/> Grade change if grade went to F from INC, NA, or X (COE course only-UGs-PBs only)		G, J (apprvd. Chg. of Grade form)	B, A, I
<input type="checkbox"/> Graduate Exit Requirement Issues (specify below in PURPOSE OF PETITION)			A, H
<input type="checkbox"/> Incomplete Extensions (COE course only-UGs-PBs only-Grads must use Grad Coll Petition)		G, J (requested new deadline)	B, A, I
<input type="checkbox"/> Late Add or Late Register (UGs-PBs only-Grad students must use Grad College Petition)		G	B, A, I
<input type="checkbox"/> Late Withdraw (UGs-PBs only-Grad students must use Grad College Petition)		G, E, and D (if applicable)	B, A
<input type="checkbox"/> Late Application for: <input type="checkbox"/> Practicum <input type="checkbox"/> Student Teaching		J (extenuating circumstances)	A
<input type="checkbox"/> Repeat Student Teaching		C (show growth in teaching)	A
<input type="checkbox"/> Request for Special Placement for: <input type="checkbox"/> Practicum <input type="checkbox"/> Student Teaching			A
<input type="checkbox"/> Take a course with or after: <input type="checkbox"/> Practicum <input type="checkbox"/> Student Teaching		G	A
<input type="checkbox"/> Waive: <input type="checkbox"/> Practicum <input type="checkbox"/> Student Teaching (Due Feb 15 for Fall waiver; Sept 15 for Spring)		C (2 letters of support required)	A, H
<input type="checkbox"/> Miscellaneous Issues Related to Practicum or Student Teaching (specify below)			A
<input type="checkbox"/> Six-year Statute of Limitations (Master's or Ed.S. only)		F (+ Grad. Cr. Tnsfr. if req'd.)	A
<input type="checkbox"/> Waive College of Education Requirement(s) (specify below in PURPOSE OF PETITION)			A, H
<input type="checkbox"/> Graduate without License			A
<input type="checkbox"/> Readmission after Dismissal (Grad College Petition if Grad seeking early Readmission)			

**PURPOSE OF PETITION** (In one or two sentences, **state specifically what you are requesting. Use back to explain your reasons and to attach supporting documentation.** Under most circumstances, you should not make more than one type of request on a single petition form.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

With my signature, I hereby authorize the Dean or his/her designate and the Academic Standards Committee to review any pertinent records. I also affirm that, to the best of my knowledge, the narrative statement and attached documentation accurately reflect the facts involved in this case.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ESSC USE ONLY:**

Cum GPA \_\_\_\_\_

Major GPA \_\_\_\_\_

Petition # \_\_\_\_\_

1<sup>st</sup> License     2<sup>nd</sup> License    License Type \_\_\_\_\_

Transfer Student

**ACTION OF PETITIONS COMMITTEE**

Approved

Denied

No Action Taken

Need Additional Information

**Email Sent Date**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**SUPPORTING NARRATIVE** (Please include an explanation of why you are making this request):

---

---

---

---

---

---

---

---

---

---

**ADVISOR'S RECOMMENDATION:** I do  I do NOT  support this petition for the following reasons:

---

---

For all field experience-related petitions, please note whether the urban requirement (based on ODE definition of urban) for a major teacher education experience has been met. Advisor/advisee discussion of the urban requirement is recommended.

YES  NO \_\_\_\_\_ (OFS or advisor signature required)

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**1. INSTRUCTOR'S RECOMMENDATION:** I do  I do NOT  support this petition for the following reasons:

---

---

---

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**2. INSTRUCTOR'S RECOMMENDATION:** I do  I do NOT  support this petition for the following reasons:

---

---

---

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PROGRAM OR DEPT. CHAIR RECOMMENDATION:** I do  I do NOT  support this petition for the following reasons:

---

---

---

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_