Appendix B

Department of Education
Petition Form

Student’s Name __________________________ Date ________________

Major __________________________ Advisor __________________________

Minor __________________________ Advisor __________________________

Year and semester of planned program completion _______________________

Directions. Please fill out the entire petition form, and attach any supplemental documents. Submit the completed petition to the appropriate person(s) outlined below under section 1. Petitions will be discussed by the education faculty and a determination of the petition will be communicated to you in a timely manner.

1. To whom are you directing your petition? (Circle all that are appropriate)

To the Education Department Faculty
   Admission to the Program   Permission to Student Teach   Removal from the Program

To the Department Chair
   Coursework sequence   Instructor Ratings   Other

To the Director of Licensure
   Licensure issues   Transfer credits   Coursework regarding licensure

To the Director of Student Teaching and Teacher Placement
   Student Teaching   Field Experiences

2. Please describe below the specific item of concern. List possible solutions, possible consequences, hardships, and other considerations. Use additional paper if necessary.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

FOR EDUCATION DEPARTMENT USE ONLY

Result of petition ___________________________________________ Date ________________

Signed __________________________________ Date ________________

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