

Instructions for Completing Student Petition for Waiver or Variance

Any student in the College of Education may petition for a waiver or variance of established policy, procedure, rule, or guideline governed by the College of Education.

The Student Petition for Waiver or Variance must be submitted by the end of the term prior to the term in which the exception is needed.

NOTE: Teacher education majors should understand that **program** requirements and **certification** requirements are not necessarily the same. As teacher certification requirements are beyond the control of Georgia State University, exceptions to programs of study may result in denial of Georgia State teacher certification.

- (1) Fill out and print the petition. Be clear and concise. Be thorough, but limit remarks to those having direct bearing on the request. Persons considering petitions rely on the student's ability to present a clear and well-written rationale.
- (2) Complete the personal information at the top of the form.
- (3) State the policy, procedure, rule, or guideline (cite reference) from which you seek a waiver or variance and the **precise** deviation being sought.
- (4) Attach a **typed** statement giving the reason(s) the petition should be granted. Before submitting a petition, the student should check with his or her adviser to determine what options are available and what information may be required for a specific request. Attach written documentation to support the petition.
NOTE: If the exception concerns substitution of one course for a required course, a syllabus for **each** course must be attached as documentation for the request. If a substitution is due to scheduling conflicts, justification must be provided as to when the course(s) in question will be offered, why the circumstances preclude enrolling in the course when offered, and when the substituted course will be taken.
- (5) Keep photocopies of all papers submitted.
- (6) Present the petition to either your departmental faculty adviser, who, after making his or her recommendation, forwards the petition to the department chair, or to your adviser in the College of Education Office of Academic Assistance and Graduate Admissions, who acknowledges the petition and forwards it to the department chair.
NOTE: If the petition concerns a course outside the student's major department, the petition must be considered by the chair of the department offering the course in question **before** being sent to the chair of the major department. If your major department has its own petitions review committee, that committee considers the petition and forwards a recommendation to the Office of Academic Assistance and Graduate Admissions. The petition and all supporting documentation are then presented to the College of Education Petitions Review Committee.

Any student in the College of Education may appeal to the college's Student Affairs Committee for review of a petition decision thought by the student to be arbitrary, capricious, or discriminatory. This appeal must be initiated within ten (10) business days of being notified of the chair's decision. To initiate the appeal and complete a Student Appeal form, the student must contact the Dean's Office Administrator. For questions concerning the appeal process and to initiate an appeal, students can contact Shea Allman, Dean's Office Administrator, at 404/413-8127.

**COLLEGE OF EDUCATION, OFFICE OF ACADEMIC ASSISTANCE
STUDENT PETITION FOR WAIVER OR VARIANCE**



This petition is for use by students in the College of Education who are seeking a waiver or variance from an established policy, procedure, rule, or guideline governed by the College of Education. Follow the instructions on the reverse side. Graduate applicants appealing an admission decision may not use this form.

Name	Panther #
Address	Phone
City/State/Zip	E-Mail Address
Degree Program/Major/Concentration	OAA Use Only: Catalog Edition
Policy, procedure, rule, or guideline:	
Modification sought:	

NOTE: RATIONALE FOR THE PETITION MUST BE ATTACHED

I have read the petition instructions on the opposite side of this form and understand them. I have attached a typed statement giving the reason(s) why I believe this petition should be approved, along with any needed documentation justifying the petition.

Student Signature: _____ Date: _____

The petition should be forwarded to the appropriate persons in the order listed. All student documentation must remain attached to the petition.

1) OAA or Faculty Adviser:	Acknowledge (if OAA)	Approve	Disapprove
Adviser's Signature: _____ Date: _____			
ATTACH RATIONALE & FORWARD TO MAJOR DEPARTMENT CHAIR OR TO OUTSIDE DEPARTMENT CHAIR IF THE PETITION INVOLVES ANY COURSES OUTSIDE STUDENT'S MAJOR DEPARTMENT.			

2) Outside Department Chairperson:	Approve	Disapprove
Outside Department Chair's Signature: _____ Date: _____		
<i>ATTACH RATIONALE & FORWARD TO MAJOR DEPARTMENT CHAIR.</i>		

3) Major Department Chairperson:	Approve	Disapprove
Major Department Chair's Signature: _____ Date: _____		
ATTACH RATIONALE & FORWARD TO DESIGNATED DEAN VIA ACADEMIC ASSISTANCE.		

4) Designated College of Education Dean:	Approve	Disapprove
Designated Dean's Signature: _____ Date: _____		
Comments: _____		
