INSTRUCTIONS FOR COMPLETING
STUDENT PETITION FOR RESOLUTION
College of Education and Human Development

This petition is for use by students seeking resolution to academic complaints within the College of Education and Human Development.

1. Students are encouraged to discuss the academic or non-academic issue or grade concern with the instructor prior to filing a formal appeal, in an effort to gain understanding about the basis of the issue or grade. If the issue is not resolved informally, students should use the following procedure for the Student Petition for Resolution process and retain copies of all materials submitted.

2. Fill in your name as it appears in university records. Include your Panther number, e-mail address if you have one, and daytime telephone number(s). Fill in the name of the department you are petitioning.

3. Complete Part I and attach a typed statement giving the reason(s) the petition should be granted. Include in the statement (a) the specific action, practice, or decision that is problematic; (b) the impact of the decision; (c) what resolution is being sought; and (d) why it should be granted. Attach relevant supporting documentation included but not limited to work samples, pertinent correspondence, course evaluation, and/or course syllabi.

4. Submit the form and required attachments to the appropriate department chair before the end of the term in which the academic or non-academic issue occurred, or, in the case of a final grade petition, within ten (10) business days of the beginning of the academic term (fall, spring, summer) that follows the term in which the final grade was submitted by the instructor. For complaints not related to grade appeals, consideration will not be given to any complaint submitted later than the end of the term immediately following the term in which the matter in question arose. Keep copies of all papers submitted.

<table>
<thead>
<tr>
<th>Department</th>
<th>Chair</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling and Psychological Services</td>
<td>Dr. Brian Dew</td>
<td>9th Floor, CEHD Bldg.</td>
</tr>
<tr>
<td>Early Childhood and Elementary Education</td>
<td>Dr. Lynn Hart</td>
<td>5th Floor, CEHD Bldg.</td>
</tr>
<tr>
<td>Educational Policy Studies</td>
<td>Dr. William Curlette</td>
<td>4th Floor, CEHD Bldg.</td>
</tr>
<tr>
<td>Educational Psychology, Special Education, and Communication Disorders</td>
<td>Dr. Laura Fredrick</td>
<td>8th Floor, CEHD Bldg.</td>
</tr>
<tr>
<td>Kinesiology and Health</td>
<td>Dr. Jacalyn Lund</td>
<td>137 Sports Arena</td>
</tr>
<tr>
<td>Learning Technologies Division</td>
<td>Dr. Brendan Calandra</td>
<td>2nd Floor, CEHD Bldg.</td>
</tr>
<tr>
<td>Middle and Secondary Education</td>
<td>Dr. Gertrude Tinker Sachs</td>
<td>6th Floor, CEHD Bldg.</td>
</tr>
</tbody>
</table>

5. For Part II, the department chair will provide a decision in writing to the student, normally within ten (10) business days of the receipt of the Student Petition for Resolution, absent extenuating circumstances.

6. The student may appeal the department chair’s decision with ten (10) business days of being notified of the chair’s decision. To initiate the appeal and complete the Student Appeal form, the student must contact the Office of Academic Assistance and Graduate Admissions in the College of Education and Human Development at nkeita@gsu.edu or 404/413-8000.
STUDENT PETITION FOR RESOLUTION
Georgia State University
College of Education and Human Development

This petition is for use by students seeking resolution to academic complaints within the College of Education and Human Development.

Name __________________________________________________________________________

PANTHER ID __________________ E-mail ___________________________ Day Phone_________________________

Department You Are Petitioning__________________________________________________________

Part I  Nature of Petition
Brief statement of the academic complaint:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

I am attaching a typed statement giving the reason(s) I think the petition should be granted. As required, I have included in the statement (a) the specific action, practice, or decision that is problematic; (b) the impact of the decision; (c) what resolution is being sought; and (d) why it should be granted. I am also attaching documents to support my petition.

Student’s Signature ___________________________________________ Date ___/___/____

Send the petition and all documentation to the department chair listed on page 1 of this form.

Date Department Received Petition ___/___/____

Part II  Decision of Department Chair
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Department Chair’s Signature ____________________________________________ Date ___/___/____

Date Decision Completed ___/___/____

The department chair has 10 business days from the date of receiving the petition to make a decision in writing to the student, absent extenuating circumstances.