



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... 2. Fill in your name as it appears in university records... 3. Complete Part I and attach a typed statement giving the reason(s) the petition should be granted... 4. Submit the form and required attachments to the appropriate department chair before the end of the term...

Table with 3 columns: Department, Chair, Location. Rows include Counseling and Psychological Services, Early Childhood and Elementary Education, Educational Policy Studies, Educational Psychology, Special Education, and Communication Disorders, Kinesiology and Health, Learning Technologies Division, and Middle and Secondary Education.

- 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.