

## College of Education & Human Development Student Petition for Waiver or Variance

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

**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 advisor 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) Present the petition to your departmental faculty advisor, who, after making their recommendation, forwards the petition to the department chair, **or** to your advisor in the College of Education & Human Development Office of Academic Assistance (undergraduates) or Graduate Student Services, 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 or Graduate Student Services.

| <u>Department</u>                        | <u>Chair</u>                 | <u>Location</u>                   |
|--|------------------------------|-----------------------------------|
| Communication Sciences and Disorders     | Dr. Jacqueline Laures-Gore   | 8 <sup>th</sup> floor, CEHD Bldg. |
| Counseling and Psychological Services    | Dr. Brian Dew                | 9 <sup>th</sup> floor, CEHD Bldg. |
| Early Childhood and Elementary Education | Dr. Laura May                | 5 <sup>th</sup> floor, CEHD Bldg. |
| Educational Policy Studies               | Dr. Jennifer Esposito Norris | 4 <sup>th</sup> floor, CEHD Bldg. |
| Kinesiology and Health                   | Dr. Jerry Brandon            | 137 Sports Arena                  |
| Learning Sciences                        | Dr. Brendan Calandra         | 7 <sup>th</sup> floor, CEHD Bldg. |
| Middle and Secondary Education           | Dr. Gertrude Tinker Sachs    | 6 <sup>th</sup> floor, CEHD Bldg. |

- 6) **The petition and all supporting documentation (including rationales from advisor and department chair) are forwarded to the Office of Academic Assistance or Graduate Student Services and then presented to the College of Education & Human Development Petitions Review Committee within 10 business days of the student submitting the petition to the department.**

- 7) Keep photocopies of all papers submitted. If you have questions about this form, please contact your departmental advisor or the Office of Academic Assistance or Graduate Student Services at 404-413-8000.

- 8) If you are not satisfied with the results of this petition, you can appeal the decision in writing to the Provost's Office within 10 business days of being notified of the college's decision. If you need more information, you can call the Provost's Office at (404) 413-2574. The full description of the university student petition and appeal policy is listed at <http://www.gsu.edu/enrollment/appeals.html>.

**COLLEGE OF EDUCATION & HUMAN DEVELOPMENT  
STUDENT PETITION FOR WAIVER OR VARIANCE**

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

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

**NOTE: RATIONALE FOR THE PETITION FROM THE STUDENT, ADVISOR, AND DEPARTMENT CHAIR  
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. **After securing signatures and rationales, submit the petition and supporting documentation to the Office of Academic Assistance (undergraduates) or Graduate Student Services.**

|    |   |                                   |             |            |
|----|---|-----------------------------------|-------------|------------|
| 1) | Academic or Faculty Advisor:  | Acknowledge (if Academic Advisor) | Approve     | Disapprove |
|    | Advisor's Signature: _____  |                                   | Date: _____ |            |
|    | <b>Attach a rationale from advisor to petition and forward to major department chair or outside department chair if the petition involves any courses outside the student's major department. All signatures and rationales must be submitted within 10 business days of the student submitting the petition to the department.</b> |                                   |             |            |

|    |   |         |             |
|----|---|---------|-------------|
| 2) | Outside Department Chairperson:   | Approve | Disapprove  |
|    | Outside Department Chair's Signature: _____                                 |         | Date: _____ |
|    | <b>Attach a rationale to petition and forward to major department chair</b> |         |             |

|    |  |         |             |
|----|--|---------|-------------|
| 3) | Major Department Chairperson:  | Approve | Disapprove  |
|    | Major Department Chair's Signature: _____  |         | Date: _____ |
|    | <b>Attach rationale to petition and forward to the Office of Academic Assistance <u>or</u> Graduate Student Services within 10 business days of the student submitting the petition to the department.</b> |         |             |

|    |                                   |         |             |
|----|-----------------------------------|---------|-------------|
| 4) | Associate Dean:                   | Approve | Disapprove  |
|    | Associate Dean's Signature: _____ |         | Date: _____ |
|    | Comments: _____                   |         |             |
|    | _____                             |         |             |