

**INSTRUCTIONS FOR COMPLETING
STUDENT PETITION FOR RESOLUTION
College of Education & Human Development**

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

1. Students are encouraged to discuss the academic or non-academic issue or grade concern with the instructor prior to filing an 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 attached a type 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. Attached 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.

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

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 within 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 (OAA - undergraduates) or Graduate Student Services (GSS) in the College of Education & Human Development at 404/413-8000.

STUDENT PETITION FOR RESOLUTION

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Name _____

PANTHER ID _____ E-mail _____ Day Phone _____

Department You Are Petitioning _____

Part I Nature of the 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.