



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 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. Lists departments like Communication Sciences and Disorders, Counseling and Psychological Services, etc., along with their respective chairs and locations.

- 5. For Part II, the department chair will provide a decision in writing to the student, normally within ten (10) business days... 6. The student may appeal the department chair's decision with ten (10) business days of being notified of the chair's decision...



**STUDENT PETITION FOR RESOLUTION**  
Georgia State University  
College of Education & Human Development

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