

**PETITION TO THE STUDENT REVIEW PANEL
SCHOOL OF EDUCATION AND HUMAN SERVICES
EDUCATION DEPARTMENT**

The Student Review Panel (SRP) handles exceptions related to Education Department admission, student teaching, certification and graduation requirements. The panel is comprised of Education Department faculty and staff. In general, there are few appropriate opportunities for exceptions to be made. Each component of a program is carefully designed to accomplish some particular purpose and has been made policy by faculty.

In order for your petition to be reviewed the following must be done:

- The attached form must be completed in its entirety.
- All necessary documentation must be attached or previously received.
- At least two (2) letters of support from faculty or other professionals in the field of education must accompany your petition. In certain cases, an e-mail from your professor containing your current grade replaces the letters of support. Ask for clarification if you are unsure which documents you need to include.

You must submit the petition and accompanying documents directly to the Education Department. Upon receipt of the petition, the date will be recorded. Petitions are reviewed approximately twice a year following the admission periods. The Student Review Panel typically meets around the end of March and the end of November. Unless a petition requires an urgent decision, it will be held until the faculty and staff members of the Student Review Panel can meet. Students will receive written notification in the mail of the Student Review Panel's decision. Questions can be directed towards Michaele Tomrell in the Education Department.

What does petitioning involve?

- The first page of the petition includes typical items that are commonly heard, and asks you to specify the nature of your petition.
- The second page provides space for you to explain and justify your request.
- There typically is not a hearing unless the faculty panel requests one.

Please note that the following items should be directed to the individual faculty member teaching the course in question, and ARE NOT under the jurisdiction of the Student Review Panel:

1. Course prerequisites
2. Transfer course equivalency to UM-F course
3. Five year rule requirements

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NAME _____ DATE _____
UM ID # _____ PHONE (____) _____
ADDRESS _____ CITY _____
STATE/ZIP _____ ADVISOR _____
ELEMENTARY: major(s) _____ minor(s) _____
SECONDARY: major(s) _____ minor(s) _____

PLEASE CHECK BELOW THE ITEM (S) YOU ARE PETITIONING. STUDENTS SEEKING A WAIVER OF THE GRADE POINT AVERAGE SHOULD NOTE THAT THIS INFORMATION WILL BE CONFIRMED FOR ACCURACY IN THIS OFFICE.

1. () **Waive admission requirement (s)**
What requirement (s) do you seek to have waived?

2. () **Waive student teaching requirement (s)**
What requirement (s) do you seek to have waived?

3. () **Waive program/certification requirement (s)**
What requirement (s) do you seek to have waived?

4. () **Other (Explain)**

For any petition seeking a waiver of grade point average standards, check the box next to the category of the deficiency. Ms. Vicki Tonda, Certification Officer, or Ms. Michael Tomrell, Admissions Evaluator, will verify your grade point average in the appropriate category in the Education office.

- () **Overall grade point average**_____
- () **Education coursework grade point average**_____
- () **Major grade point average**_____
- Specify Major**_____
- () **Minor grade point average**_____
- Specify Minor (s)**_____

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PLEASE PROVIDE BELOW CLEAR AND REASONED JUSTIFICATION (S) FOR YOUR REQUEST:

STUDENT SIGNATURE

DATE

**MY SIGNATURE ON THIS FORM VERIFIES THAT THE NECESSARY DOCUMENTATION AND SUPPORT
LETTERS ARE ATTACHED OR HAVE ALREADY BEEN SENT TO THE EDUCATION DEPARTMENT**