

College of Education
Student Petition to Amend or Suspend Standard Operating Procedures
Undergraduate

Students who wish to file a petition requesting that standard College of Education operating procedures be amended or suspended due to extenuating circumstances must complete all portions of this form and submit the completed form and supporting documents to the Dean of the College of Education and Human Sciences. All documents will be reviewed and a decision rendered within one semester of the petition.

Name _____ UNA Portal Address _____

Major _____ Current GPA _____ Student ID _____

Please attach an unofficial transcript and an explanation of all withdrawals

Part A. To be completed by student filing the petition

Identify the specific operating policy or procedure (catalog year & page #) you wish to have reviewed for policy amendment or suspension.

Describe the explicit extenuating circumstances that form the basis for your request and your attempts to reconcile this situation.

Attach any additional information that supports your request

	Date	Approved	Neutral	Disapprove
Education Advisor * _____	/ ___/	/ ___/	/ ___/	/ ___/
Ed. Dept. Chair * _____	/ ___/	/ ___/	/ ___/	/ ___/
Advisory Committee Chair * _____	/ ___/	/ ___/	/ ___/	/ ___/

* Please attach any comments you deem relevant to this form or forward remarks separately to COEHS Dean.

Part B. To be completed by the COEHS Ad Hoc Advisory Committee

Committee Recommendation