

**College of Education and Human Development**  
**Standards and Admissions Committee Petition—for UNDERGRADUATE Students**

**Instructions**

**Please note: Undergraduate students seeking admission will need to first complete an undergraduate application and petition through the Undergraduate Admissions Office located in the Houchens Building.**

The Standards and Admissions Committee meets monthly. Your petition must be submitted to the Education Advising Center 3 working days prior to the meeting. Check with the Education Advising Center to find out the Committee’s monthly meeting date as the dates change each semester.

- Your petition should state exactly what you are requesting. Check your spelling and grammar. You may wish to ask someone to read your petition before submitting it in order to be sure that it is clearly understood by others and is well written. If more space is needed, you may attach an additional sheet of paper.
  - You will receive a letter containing the Committee’s action on your petition. If you need to know your results sooner, you may contact the Education Advising Center at (502) 852-5597 to obtain the Committee’s decision.
  - It is strongly recommended that you obtain faculty advisor support for your petition. The “Statement of Faculty Support of Student Petition” is on page 2 of this form.
- 

**Check the reason for your petition:**

<input type="checkbox"/> Waiver of requirement that: _____ _____ _____	<input type="checkbox"/> Other: _____ _____ _____
<input type="checkbox"/> Academic Bankruptcy, Semesters and Years: _____	<input type="checkbox"/> Academic Forgiveness, Semesters and Years: _____

**Student Information:**

Name: _____	Date: _____		
Your program of study: _____	Student ID: _____		
Address: _____			
City: _____	State: _____	Zip: _____	Email address: _____
Home phone: (_____) _____	Cell phone: (_____) _____		

**Explain why you are petitioning:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return this form to:  
Education Advising Center Room 140  
College of Education and Human Development  
University of Louisville, Louisville, KY 40292

**Statement of Faculty Support for Undergraduate Student Petition**

**\*\*It is the student's responsibility to have this form completed by a faculty member\*\***

**Dear Faculty Member: A student in your program has submitted a petition to the Standards and Admissions Committee. After reviewing the petition and discussing it with the student, please provide information below to assist the Committee with its deliberations. Thank you.**

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student's program of study: \_\_\_\_\_

\_\_\_\_\_ I support the student's petition                      \_\_\_\_\_ I do NOT support the student's petition

**DIRECTIONS:**

Indicate the reasons why this petition should or should NOT be approved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. If you support the petition, what conditions of admission do you recommend?

\_\_\_\_\_  
\_\_\_\_\_

2. What action plan have you developed to support the student if this petition is approved and who will oversee this plan?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Member's Name: \_\_\_\_\_ Faculty Member's Signature: \_\_\_\_\_