

College of Education & Human Development Petition to the
STANDARDS & ADMISSIONS COMMITTEE

For Undergraduate Students Only

Instructions for Submitting a Petition to the College of Education & Human Development Standards & Admissions Committee:

- The Committee usually meets once a month. Your petition must be submitted to the College of Education & Human Development Advising Center three working days prior to the Committee meeting. Contact the Education Advising Center (852-5597) to find out the Committee's regular monthly meeting date as this date changes each semester.
- Your petition should state exactly what you are requesting. You may wish to ask someone to read your petition before you submit it in order to be sure that it is clearly understood by others.
- Your reasons for your request should be clear and include all details. If you need additional space, you may attach another sheet of paper. **Consider typing request.**
- If you are requesting a bankruptcy or forgiveness (*for undergraduates only*), you must indicate in detail the reasons for your poor performance in that particular semester.
- You will receive a letter containing the Committee's action on your petition. If you need to know your results earlier, it is suggested that you call the Education Advising Center (852-5597) to obtain the Committee's decision.
- It is recommended that you have supporting statements from faculty advisors or instructors. If you wish to ask someone to support your petition, the letter must be received in the EAC three working days prior to the Committee meeting date.

Request for:

<input type="checkbox"/> Waiver of requirement that: _____ _____ _____ _____	<input type="checkbox"/> Other: _____ _____ _____ _____
<input type="checkbox"/> Academic Bankruptcy, Terms & Years: _____	<input type="checkbox"/> Academic Forgiveness, Term & Year: _____

Note: Undergraduate students seeking admission, you will need to fill out an undergraduate application & petition through the Admissions Office.

Student Info:

Name: _____ Date: _____

Major Field of Study: _____ SSN/Student ID Number: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone #: _____ E-mail: _____

Reason for request: _____

(Use additional sheets of paper, if necessary)

IT IS RECOMMENDED YOU HAVE A LETTER OF SUPPORT FROM DEPARTMENTAL FACULTY ADVISOR ATTACHED

ACTION OF THE COMMITTEE:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
<i>Conditions:</i> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<i>Remarks:</i> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			

Chair: _____ Date: _____ GPA: _____

Return this form to: STANDARDS & ADMISSIONS COMMITTEE, College of Education & Human Development
 Room 124 Education Building, University of Louisville, Louisville, Kentucky 40292
 Update 12/23/2002
 J:/EAC/Advising Center Files/EAC Forms/sac recommendation