

**STUDENT PETITION**

This form is to be used by students for requests of exceptions to policy and academic regulation due to extenuating circumstances only. Submit completed petition forms to CES Licensure Programs – Attention Course Administrator. Please read instructions on the back of this sheet.

**Petitions submitted without required supporting signatures will be returned to the student.**

Student Name (print): \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_  
 Program: \_\_\_\_\_

Enrollment Status (Check all that apply):  Licensure Program Enrollee  FSU Masters Candidate  FSU CAGS Candidate

If a course is involved, include course information below:

Course Instructor: \_\_\_\_\_ Course Title: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

**Brief statement of request** (what you wish CES to consider/approve):

**Reason(s) to support this request** (attach a separate sheet and any supporting documents when necessary/applicable)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation of Program Staff:**  Support  Do Not Support

Comments: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation of Director:**  Support  Do Not Support

Comments: \_\_\_\_\_

Director Name: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PETITION INSTRUCTIONS**

1. This form is to be used by students for requests of exceptions to policy and academic regulation due to extenuating circumstances only. Examples include late course adds and drops, extension of time to complete a program, extension of time to complete an incomplete (IN) grade, change in section, and curriculum modifications. It should not be used for FSU requests, as there are other forms for these actions.
2. Provide clear and concise statements for what is being requested along with rationale.
3. Supply medical documentation if necessary.
4. Please completely fill out this petition in consultation with your advisor (if you have been assigned an advisor), sign it, and submit to CES Course Administrator (courseadmin@collaborative.org).
5. Once a decision is made and the action processed, a copy of the form will be mailed to the address you provide on the front of this form.
6. Petitions not filled out completely will not be considered and will be returned to you.