

Richard W. Riley College of Education Request Procedures

Purpose

The purpose of the request process in the college is to request permission to take additional coursework beyond the Internship II course, a program area capstone course, and EDUC 410. Note that it is the student's responsibility to provide evidence of an extenuating circumstance that has resulted in a need for an exception. An extenuating circumstance is typically more than a delay in graduation and instead identifies how the situation was caused by unpredictable circumstances that prevented the individual from meeting the stated expectation.

Request Procedures

1. Meet with advisor and/or program coordinator to **determine the appropriateness of the request**.
2. If it is determined that a request is required, also **discuss whether an extenuating circumstance exists** and how the student can **best document the situation**. A discussion about whether the advisor/program would support such a request is encouraged.
3. The student should **collect all evidence, clearly state the request, and provide a justification** for the request. The student should consider this professional communication and make sure that the information provided addresses the request being made as this will be part of the materials reviewed by the Student Academic Services.
4. The student should **complete the appropriate request form, attach all documentation, and request signatures of the advisor, program director, and department chair**. The advisor, program director, and department chair will indicate whether s/he supports the petition and will state a justification for this decision. The student is encouraged to facilitate this process in person; however, if the student must leave the form for an individual to sign they should return to collect the form and move to the next level of review. This will further ensure that the student understands whether the program and department support the request and that the form is submitted in a timely manner. Support or lack of support is not personal; instead, these decisions are based on equity to all students and the integrity of the program.
5. Once all signatures are secured, the **student should deliver the request form and any attachments to the Student Academic Services Office (Withers 144)**.

The request is then reviewed by the Director of Student Academic Services. Each individual student will receive an email indicating the final decision on the request. Decisions include supporting the request as written, supporting the request with reservations, or not supporting the request. Following this notification, a record of the request and subsequent decision will be kept in the student's file.