

PETITION TO PROCEED OUTSIDE REGULAR TEP PROTOCOL

2020.11.4

A student may petition to deviate from regular protocol when he or she establishes he or she is a student in good standing. In addition, such a petition may not interfere with the Education Department's accreditation.

Student: **ID#:** **Anticipated graduation date:**

Student email address: **Cell phone #:**

Request (What do you want to happen?):

TEP Protocol (*Cite the protocol in the college catalog and/or TEP Handbook. Attach supporting documentation as needed.*):

Justification for the request:

☐ **Assessment Coordinator:** Date: _____
(Verifies accreditation expectations are being met, including the protocol/procedure for proposed exceptions)

☐ **Licensure Officer:** Date: _____
(Verifies the course meets the particular licensure expectation)

☐ **Student's Advisor:** Date: _____
____ The student is a student in good standing (meets GPA - overall & department, approval from department as applicable). *Comment as appropriate:*
____ I support ____'s petition.
____ I do not support ____'s petition.

Additional signatures may be needed depending on the request (ie, course substitution requires a signature from the appropriate department head).

DECISION

Date:

Response:

____ The petition is approved, pending stipulations

____ The petition is not approved. Please follow up with your advisor.

Department Head: Date: _____
(Supports the outcome of the petition)

Because exceptions to regular protocol affect the credibility of a program and may affect more than the student submitting the petition, even with the assurances that the request does not interfere with the TEP's accreditation, the acceptance or rejection of the petition will be determined by the Petition Committee.