

CSPP Petition

INSTRUCTIONS TO THE STUDENT

To ensure adequate breadth and depth in students' programs, CSPP has outlined degree requirements, including a core of required courses. If a student has already taken graduate work in some of these required areas and feels that the program requirement would constitute a duplication, the student may petition to substitute his/her previous coursework into his/her program. The student may also petition changes in program requirements other than course substitutions.

It is the responsibility of the student to make sure that the petition form reaches the appropriate professor, the adviser, and the committee. The student should complete the petition form.

The procedure for petitioning a change in course requirements is as follows*:

1. First, meet with the professor who is teaching the course in question in order to ascertain if there would be duplication. Have him/her sign this form.
2. Next, the student will meet with her/his adviser to determine if s/he will permit the substitution. Have him/her sign this form.
3. Submit a petition to the Progress and Retention Committee. The petition form must have the signatures of the professor and the adviser before the committee will consider it.
4. The Progress and Retention Committee will decide whether or not to approve the student's request and may make stipulations regarding the student's program.
5. The result of the committee's decision will be added to the student's file, and the student will be informed of the committee's action.

* These steps also apply to petitions for changes in program requirements other than course substitutions with this exception: Students should begin with Step 2 and then meet with and request signatures from other relevant personnel, as appropriate (e.g., Masters Program Clinical Training Director). Then they should proceed to Step 3.

COLLEGE OF EDUCATION
+ HUMAN DEVELOPMENT

UNIVERSITY OF MINNESOTA

CSPP PETITION FORM

Student's Name _____ E-mail _____@umn.edu Date _____

CSPP Status (check one): Ph.D. _____ M.A. _____

Will this change a filed degree program: Yes No
If this changes a degree program, a Graduate School petition must also be filed.

Is this petition for the purpose of course substitution? If so, the professor whose course you are substituting must sign below:

To the Professor: I have reviewed the rationale for the proposed course change and approve it. It is my belief that the student has already acquired the knowledge and/or skills that are taught in my course, _____ (course # and designator) and the substitution of _____ (course # and designator) is sufficient.

Professor's signature _____ Date _____

OTHER PROPOSED CHANGE (not a course substitution):

RATIONALE SUPPORTING PROPOSED CHANGE:

To the Adviser: I have reviewed the above rationale as stated by the student and as approved by the above-named professor, and I am in agreement with the proposed change.

Adviser's signature _____ Date _____

ACTION TAKEN AND/OR STIPULATIONS BY PROGRESS AND RETENTION COMMITTEE:

Approved Not Approved

Signature for Committee Chair _____ Date _____

_____ Student notified _____ Adviser Notified _____ Petition added to file