

Internal EPsy PETITION FORM

Student's Name _____ Date _____

Daytime phone # and/or email address _____

Status: (check one): _____ PhD _____ MA _____ Specialist

DESCRIPTION OF PROPOSED CHANGE:

RATIONALE SUPPORTING PROPOSED CHANGE:

To the Professor: I have reviewed the rationale for the proposed core requirement substitution 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).

Professor's signature _____ Date _____

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 substitution for the student's core requirements.

Adviser's signature _____ Date _____

ACTION TAKEN AND/OR STIPULATIONS BY THE EPsy GRADUATE ADVISORY COMMITTEE

DGS Signature _____ Date _____

_____ Student notified _____ Adviser notified _____ Petition added to file

INSTRUCTIONS TO THE STUDENT

To ensure adequate breadth and depth in students' programs, EPsy has outlined a core of requirements.

If you have already taken graduate work in some of these required areas and feel that the department requirement would constitute a duplication, you may petition to substitute your previous course work into your program. Be prepared to submit any of the following as supporting documentation: a copy of your graduate transcript showing course (and grade obtained), an official course description, a syllabus, and/or product/projects completed, etc.

It is your responsibility to make sure that the petition form reaches the appropriate professor, the adviser, and the DGS Asst. Please complete the form in duplicate.

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

1. First, meet with the professor who is responsible for the course in question in order to ascertain if there would be duplication. Have him/her sign this form.
2. Next, meet with your adviser to determine if s/he will permit the substitution. Have him/her sign the form.
3. Submit the form to the DGS Asst. for review by the DGS and GAC. (The petition form on the reverse side must have the signatures of the professor and your adviser before the committee will consider it.)
4. The GAC will decide whether to approve your request and may make stipulations regarding your program.
5. The result of the GAC's decision will be added to your file, and you and your adviser will be informed of the committee's action.