



### Petition for Special Admission to the Multiple Subjects Program

Name \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_ Program \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Last 5 Digits of SSN: \_\_\_\_\_ Work Phone \_\_\_\_\_

**Directions for Completion:** 1) Students are to state their rationale for requesting the special consideration of subject matter requirement for admission to Multiple Subjects program and attach supporting documentation (including test registration, test score results, subject matter waiver information etc.). 2) Students submit the request to the Credentials Office. 3) The petition is then forwarded to the department for review and recommendation to the dean; the Credentials Office will notify the student of the petition decision. 4) Petition will not be considered after last day of final registration. 5) Should the petition be approved, students will be expected to sign a contract agreeing to a timeline by which the subject matter requirement will be met.

REQUIREMENT BEING PETITIONED **Subject Matter Requirement for Admission to the Multiple Subjects Program**

(attach test registration, test score results, subject matter waiver information, etc.)

**Justification for Petition** (please address the following points in your justification – attach a separate sheet if necessary):

- a) reason(s) why you haven't already taken & passed the exam
- b) your understanding that you need to pass all three exams prior to continuing past your first semester in the program
- c) qualities that describe why you are confident that you will pass the exam prior to continuing past your first semester in the program

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**STUDENTS DO NOT WRITE BELOW THIS LINE**

\_\_\_\_\_ Approved to Process by Student Services \_\_\_\_\_ Date

\_\_\_\_\_ Approval Recommended by Department Chair \_\_\_\_\_ Date

\_\_\_\_\_ Approved, Dean, School of Education \_\_\_\_\_ Date

\_\_\_\_\_ Denied, Dean, School of Education \_\_\_\_\_ Date

\_\_\_\_ Copy to Student

\_\_\_\_ Copy to Student File

## Process for Submitting the Petition for Special Consideration

1. Complete the form, including Justification for Petition.
2. Attach CSET scores and/or registration for applicable exam date (all applicable subtests are required).
3. Submit form and attachments to the Credentials Office.
4. Credentials Office will check to make sure you have all the requirements, then forward the form to the Department Chair.
5. The Department Chair or Administrative Coordinator will contact you to set up a meeting to review your request for special admission.
6. The Department Chair will make a recommendation and forward the form to the Dean.
7. The Dean will make a decision and return the form to the Credentials Office.
8. The Credentials Office will submit copies of the form to the student, the Department Chair and place the original in the Student's File.

*If you have questions about the status of the petition, please contact the Credentials Office at 707-664-2832.*