



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 or Education Specialist Level I programs 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 appropriate 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

_____ Approval Recommended by Department Chair _____ Date

_____ Approved, Dean, School of Education _____ Date

_____ Denied, Dean, School of Education _____ Date

____ Copy to Student

____ Copy to Department Chair

____ 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. The form will then be submitted 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.