



Selection and Review Petition Form

Submit to the Department of Teacher Education

TeacherEd@csustan.edu – DBH 330

One University Circle | Turlock, CA 95382 | 209-667-3357

The petition form and supporting documentation must be submitted 2 weeks in advance of committee meeting date.

Student Information

Last Name, First Name:		CSU Stan Student ID #:	
CSU Stan Email:		Alternative Email:	
Best Contact Phone #:		Credential Program:	ESCP MSCP SSCP
Date of Submission:			Concurrent Option

Types of Petitions (Fill in all areas that apply)

Leave of Absence – LOA (Please include a statement letter with petition form.)			
	First time requesting a Leave of Absence (LOA)	Plan to return to program by:	
	Second time requesting a Leave of Absence (LOA)		
	Third time requesting a Leave of Absence (LOA)		
Reasons for requesting a Leave of Absence (LOA)			
	Personal		
	Need time to study and take CCTC exams: CBEST, CSETs or RICA (Proof of test registration recommended.)		
	Special Case: SSCP candidate requests first-time LOA. <i>This LOA will interrupt candidate's clinical practice placement.</i>		
	Did not submit LOA the first-time.		
Initial	<p>Leaves of absences (LOAs) are approved on a semester-by-semester basis. You will need to continue to communicate with the program prior to the beginning of each semester to extend your LOA. Please be aware that you are held to any new program and CCTC requirements that are instituted until such time as you have completed all requirements for the credential program. If you are wanting to return to program for clinical practice, whether student teaching or interning, a ST-Fieldwork Application is required through Field Services. Please refer to www.csustan.edu/teacher-education/student-teaching for more fieldwork information. ST-Fieldwork applications are to be completed before returning to program and S&R approval for program reinstatement is required.</p> <p>➤ If your leave extends beyond a two-year period, you will be required to re-apply to the program.</p> <p style="background-color: yellow; padding: 2px;">Please sign your <u>Initials</u> on the left to acknowledge that you have read and understand LOA information.</p>		
Request for Program Reinstatement (Please include a statement letter with petition form.)			
Choose returning semester:			
Course Substitution (Please include a statement letter AND supporting documentation with petition form.)			
Course Name and Number being requested for substitution (# of units)	Institution where the course being requested was taken	Semester the course being requested was taken	Stan State Course Name and Number being requested for substitution (# of units)
Include the following supporting documentation for Course Substitution petitions:			
❖ The course you propose to use for substitution: submit the course description from the university catalog AND the syllabus of the semester the course was taken .			
❖ The CSU Stanislaus program course you want to substitute: The course description from the university catalog or the syllabus of the most current semester .			
❖ Highlight the key words in both documents that can support your case.			
Exception Case (Please include a statement letter with petition form.)			