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

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

Student Information

Last Name, First Name:		**Date Submitted:**	
Stan State Student ID:		**Day Phone:**	
Stan State Email:		**Credential Program:**	ESCP MSCP SSCP
Alternative Email:			Concurrent Option

Type of Petition (Fill in all areas that apply)

Reinstatement to Program (Please include a statement letter with petition form.)

Choose reinstatement 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)

Course Substitution petition must include the following supporting documentation:
- ❖ 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 Stanislaus State 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.

Leave of Absence – LOA (Please include a statement letter with petition form.)	

	First time requesting a Leave of Absence (LOA)	**When do you plan to return from LOA?** *Please note, a new petition for program reinstatement will be required a semester before your planned return. *	
	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 and/or CSET subtests (Proof of test registration recommended.)
	Special Case: SSCP candidate requests first-time LOA. *This LOA will interrupt the candidate's clinical practice placement.*
	Did not submit LOA the first-time.

Initial	Leaves of Absence (LOAs) are approved on a **semester-by-semester basis**. You must check if any program and/or CCTC requirements have changed while you are out on leave. If you want to return to the program for clinical practice, regardless of the pathway (interning or student teaching), a Placement Application is required through Field Services in addition to program reinstatement. Please refer to www.csustan.edu/teacher-education/clinical-practice for more fieldwork information.

Exception Case (Please include a statement letter with petition form.)