



Selection and Review Petition Form

Petitions need to be turned in to the Department Teacher Education, DBH 330

OR emailed to Dr. McFarland jmcfarland1@csustan.edu

One University Circle, Turlock, CA 95382

Office Phone: (209) 667-3357

Student Complete Name:	Date Submitted:
CSU Stanislaus Student ID:	Day Phone:
Email:	Programs: MSCP ESCP SSCP
	MSCP and ESCP Concurrent Option

Types of Petition (Fill in all areas that apply)

LEAVE of ABSENCE (LOA)	
	a. First-time leave of absence (LOA). → <i>Review by Credential Services.</i>
Reasons for Requesting first-time LOA and will return to the program by	
	Personal. (Include a personal statement in the application.)
	Need time to study for CBEST, CSETs or RICA. (Show the proof of test registration.)
	Special Case: SSCP candidate requests first-time LOA. This LOA will interrupt the candidate's student teaching. → <i>Regular SR Review (Follow timeline).</i>
	b. Did not submit LOA the first time. → <i>Regular SR Review (Follow timeline).</i>
	c. Second or subsequent LOA. → <i>Regular SR Review (Follow timeline)</i>
Reasons for Requesting a second LOA and will return to the program by	
	Personal. (Include a personal statement in the application.)
	Need time to study for CBEST, CSETs or RICA. (Show the proof of test registration.)
	Leaves of absence are approved on a semester by semester basis. You will need to continue to write to us prior to the beginning of each semester to extend your leave of absence. Please be aware that you are held to any new requirements that are instituted until such time as you have completed all requirements for the credential. If you are returning to the program for student teaching, please be aware that all prerequisites, including CSET, must be completed by the specified deadline in order to return. <u>If your leave extends beyond a three – year period, you will be required to re-apply to the program.</u> Please put your initials and today's date at the left column to indicate that you have read and understand this information.

COURSE SUBSTITUTION

Course Number and Title Requested for Substitution (# of units)	Institution where the course was taken	Semester the class was taken	Stan State Equivalent Course Number and Title (# of Units)

Include supporting documents for course substitutions in your SR application:

- ❖ The CSU course you want to substitute: The course description from the university catalogue or the syllabus **of the most current semester.**
- ❖ The course you propose to use for substitution: The course description from the university catalogue or the syllabus **of the semester you took that class.**
- ❖ Highlight the key words in both documents that can support your case.

OTHER REQUESTS

Other Requests for the Exceptions of MSCP, ESCP or SSCP program requirements:

PLEASE ATTACH A LETTER EXPLAINING YOUR REQUEST.