

UNIVERSITY of
INDIANAPOLIS.

Inspiring Excellence™

Petition form for the Department of Teacher Education

Instructions: Please TYPE a formal statement of your request. Be sure to include:

1. An exact statement of the special privilege, exemption, or other request you wish to make.
2. A statement of the reasons for your request. Be clear. Explain why you are making the request and include any information that might affect the committee's decision.
3. Include any other pertinent facts that might help the committee make a decision.
4. Make sure to include your signature, address, zip code, email, telephone number, and date the petition.
5. Email the statement of your request and attached completed petition form to knoop@uindy.edu or deliver to Jan Knoop, Esch Hall 244G. Send a duplicate of the formal statement and completed petition to your program advisor, chair or director.
6. The petitions committee meets the first Wednesday of each month. To ensure consideration, petitions must be received no later than the Friday before the meeting.

Name _____

Program (check one) **Undergraduate:** all grade secondary elementary
Graduate: MAT C & I ILead

Address _____
(where reply is to be sent) address city zip

Phone number _____ E-mail _____

Signature _____ University ID Number _____ Date _____
(Not Social Security #)

For Committee Action Only

GPA: _____ Approved: _____

Earned hrs: _____ Approved Conditionally: _____

Transfer hrs: _____ Rejected: _____

Major: _____ Tabled: _____

Praxis I: R _____ W _____ M _____ Praxis II: Specialty _____
(score) (score)

_____ Date: _____

Chair, Department of Teacher Education Petition Committee