

Department of Special Education, Rehabilitation & Counseling Special Education Program Petition Policies & Procedures

Repetition of a Course

According to the CSUSB Standards for Graduate Study, "All students are required to maintain a 3.0 ("B") grade-point average in all courses taken to satisfy the requirements for the degree, except that a course in which no letter grade is assigned shall not be used in computing the grade point average. In addition, basic teaching credentials accept no grade lower than a "B-" in all work attempted..." Any candidate who receives a grade lower than a B- in any credential or master's degree course in the Special Education program may petition to repeat the course. A candidate who drops a course after census or has a recorded grade of WU may petition to repeat the course. The procedure for submitting a petition to repeat a course is as follows:

1. Discuss the situation with the course instructor and a Special Education faculty advisor.
2. Complete the Department of Special Education, Rehabilitation & Counseling Special Education Program Petition form and attach an explanation in writing regarding why you should be permitted to repeat student teaching. Include how circumstances have changed that may have contributed to the previous failure to successfully complete the experience.
3. Attach a revised program plan initialed and signed by a Special Education faculty advisor. For master's degree candidates, a performance improvement plan may be developed with and signed by the faculty advisor and candidate and submitted in lieu of a revised program plan.

The petition and the supporting attachments must be submitted to the Department of Special Education, Rehabilitation and Counseling in CE-243 within no more than forty (40) working days after grades for the quarter in which the course was not successfully completed are officially recorded. The petition will undergo review by a program faculty committee including the program credential or graduate coordinator and faculty from the Special Education program. Notification of the decision will be e-mailed to the candidate. The decision of the committee is final. Candidates who have been given permission to repeat student teaching will be given department consent to register based on the approved plan and will be notified by e-mail. *Candidates who attempt a given course two times without a passing grade are dismissed from the Special Education program.*

Repetition of Supervised Fieldwork

A candidate who receives an NC grade for supervised fieldwork (a.k.a., student teaching) may petition to repeat the fieldwork experience. A candidate who drops supervised fieldwork after census or has a recorded grade of WU may petition to repeat it. Supervised fieldwork cannot normally be repeated in the following quarter except when this petition is received by the census date in the quarter preceding the quarter in which the candidate petitions to re-take supervised fieldwork. The procedure for submitting a petition to repeat supervised fieldwork is as follows:

1. Discuss the situation with the University Supervisor and the Special Education Fieldwork Coordinator.

2. Complete the Department of Special Education, Rehabilitation & Counseling Special Education Program Petition form and attach an explanation in writing regarding why you should be permitted to repeat student teaching. Include how circumstances have changed that may have contributed to the previous failure to successfully complete the experience.
3. Attach a recommendation in writing from the University Supervisor.

The petition and the supporting attachments must be submitted to the Department of Special Education, Rehabilitation and Counseling in CE-243 within no more than forty (40) working days after grades for the quarter in which supervised fieldwork was not successfully completed are officially recorded. The petition will undergo review by a program faculty committee including the program fieldwork coordinator, the candidate's university supervisor, and faculty from the Special Education program. Notification of the decision will be e-mailed to the candidate. The decision of the committee is final. Candidates who have been given permission to repeat supervised fieldwork will have their application reactivated and will be notified of the next mandatory orientation meeting by e-mail. *Candidates who have a grade of "NC" or no credit for two attempts at supervised fieldwork are dismissed from the Special Education credential program.*

Procedures to Appeal Denial of Supervised Fieldwork Placement

Upon denial of Supervised Fieldwork admission, candidates may submit a petition requesting reconsideration of the decision. Petitions received more than 15 days after the receipt of a denial notice are acted upon no sooner than the quarter following the denial. The procedure for appealing the decision is as follows:

1. Candidate must consult with their faculty advisor to determine what procedures for a coursework plan, course substitutions, or program requirements must be fulfilled before proceeding with student teaching.
2. Complete the Department of Special Education, Rehabilitation & Counseling Special Education Program Petition form and attach any documentation completed with the program faculty advisor and an explanation in writing that the reason(s) for the denial has/have been rectified or provide compelling reasons why the decision should be reversed.
3. Attach a copy of the denial notice to the petition.

The petition and the supporting attachments must be submitted to the Department of Special Education, Rehabilitation and Counseling in CE-243 within 15 days of receipt of denial notice for consideration to be placed in student teaching as originally scheduled. The petition must be received by census day for action resulting in a decision regarding the candidate's eligibility for Supervision during the next (subsequent) quarter. The petition will undergo review by a program fieldwork coordinator. Notification of the decision will be e-mailed to the candidate.

Academic Grievances

Information and procedures for filing a grade grievance or other academic appeal including (a) denial of admission to or dismissal from a course, major or program, (b) placement on

Academic Probation, or (c) suspension or dismissal from the university can be found at on the web at: <http://academicprograms.csusb.edu/academicGrievancePolicy.html>

Waiver of University Regulations

As a graduate student, it is your responsibility to familiarize yourself with the university's policies and procedures as well as your department's requirements. Please consult the University Bulletin for complete information on all university policies, requirements and procedures. For more information on these policies, visit the Graduate Studies webpages at: <http://gradstudies.csusb.edu/currentStudents/policiesProcedures/index.html> . Policies that most often concern graduate students are listed below:

- Discount of Grade
- Dropping a Course After the Census Date
- Graduate Writing Requirement
- Leave of Absence
- Probation and Dismissal
- Retroactive Withdrawal

Online Forms:

- Discount of Grade
- Leave of Absence
- Waiver of University Regulations



Department of Special Education, Rehabilitation & Counseling
Special Education Program

PETITION

DIRECTIONS: It is the candidate's responsibility to obtain the policy pertaining to this petition and to provide the necessary supporting documentation for the processing of this petition. The written petition should clearly state your request, be very specific and provide as much evidence as possible. Incomplete petitions will be returned to the candidate and delay action. The completed petition must be submitted to the Department of Special Education, Rehabilitation and Counseling office for distribution to the appropriate coordinator for a decision to be rendered. All forms may be submitted by: e-mail specialeducation@csusb.edu; fax (909) 537-5456; or in person to CE-243 at the San Bernardino campus.

Candidate Name: _____ Coyote ID #: _____

E-mail: _____ Date Submitted: _____

Program to which this petition pertains – Check One:

Credential

Master's degree

Reasons for Petition – Check One:

Repeating a course

Repeating a quarter of Supervised Fieldwork

Appeal Denial of Admission to Supervised Fieldwork

ATTACH STATEMENT and SUPPORTING DOCUMENTATION

(Office Use Only Below the Line)

Action on Petition: Approve Deny

Signature

Title

Date

Comments: