

**IU SOUTHEAST SCHOOL OF EDUCATION  
COUNSELING PROGRAM PETITION FOR EXCEPTIONS OR  
APPEAL OF FACULTY/PROGRAM DECISION**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail \_\_\_\_\_ Date of Admission as Counseling Major \_\_\_\_\_

**Course Substitutions.** To propose a course substitution for pre-requisite or pre-core classes attached catalogue description and syllabus of substitute course. Grade must be B (3.0) or higher in the course. It is assumed you will have submitted an official transcript for this course.

Proposed substitution course & number \_\_\_\_\_

Institution \_\_\_\_\_ Substitute for IUS course: \_\_\_\_\_

Attach a one-page explanation if you are petitioning to substitute experience for a required course. Include specific training and specific job experience and match these to course goals.

**Appeal of Course Grade, Decision Point or Field Placement Issue**

Attach a one-page memo outlining the decision you want to appeal and the steps you have already taken to resolve the issue. Include dates and reasons you think decision should be changed.

**Decision by Program Coordinator:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Not Approved**

Date \_\_\_\_\_ Signature \_\_\_\_\_

See other side for further appeal options if petition/appeal is denied.

Adopted 4/2004

Revised 12/2007

## APPEAL PROCESS FOR GRADUATE STUDENTS IN COUNSELING

### APPEAL OF PETITION FOR EXCEPTIONS OR FACULTY/PROGRAM DECISION

**Step 1 Student and Course Instructor** Student gives course instructor written notice of concern and together they work for solution. Within 10 working days of receiving written student notice, the instructor gives the student his/her decision in writing. If student is dissatisfied with the decision, move to step 2. \*If this is a field experience issue, university supervisor may also involve site supervisor.

**Note: For Course Substitutions begin with Step 2 using Academic Petition for Exceptions**

**Step 2 Appeal to Counseling Coordinator.** Within 10 days of decision student completes appeal form and returns it to coordinator of counseling program. The student should follow the directions on the appeal form for providing relevant information. Within 10 working days of receiving the written appeal the coordinator will confer with student and instructor and try to work out solution. \*If instructor is the coordinator, then the other full time faculty member in counseling will be the mediator. Student will be given written decision; if dissatisfied move to step 3.

**Step 3 Appeal to Coordinator of Grad Studies.** Within 10 days of step 2 decision, student may appeal to graduate coordinator by giving her/him copies of appeal and decision. With 10 working days coordinator will meet with student and anyone else involved. Student will be given written decision.

**Step 4 Appeal to Full Grad Studies Committee.** Within 10 days of step 3 decision, student notifies graduate coordinator s/he wants appeal to full committee. Within 15 working days committee is convened; student will be invited to attend, but may choose not to be present. A written decision from the committee is sent to the student and the program coordinator within three days after the meeting.

**Step 5 Appeal to Dean of Education.** Within 10 days of step 4 decision, student may appeal in writing to the Dean of Education. Within 10 working days of receiving all relevant information, dean notifies student of decision in writing and sends a copy to the program coordinator.

**Step 6 Appeal to VC of Academic Affairs.** Within 10 days of step 5 decision, student may appeal in writing to the Vice Chancellor of Academic Affairs. Within 10 working days of receiving all relevant information, the Vice Chancellor will provide written notification of the decision to the student and Dean.

**Step 7 Chancellor.** Within 10 days of step 6 decision, student may appeal in writing to the Chancellor of IU Southeast. The Chancellor will provide written notification of the decision to the student and the Dean of Education within 10 days of receiving all relevant information.

#### Relevant Addresses:

Dean of Education  
Hillside Hall 0020

Coordinator of Graduate Education  
Hillside Hall 0020B

Vice Chancellor of Academic Affairs  
University Center South

Chancellor of IU Southeast  
University Center South

#### If mailing, use the above title and following address:

Indiana University Southeast, 4201 Grant Line Road, New Albany, IN 47150