

STUDENT PETITION FOR WAIVER POLICY AND PROCEDURES

COLLEGE OF PUBLIC HEALTH THE UNIVERSITY OF GEORGIA

POLICY:

Students may petition for waiver of an established policy or curriculum requirement. All such petitions will be handled in accordance with this policy. The Student Petition for Waiver Policy and Procedures set forth in this document applies to all students enrolled in classes or programs in the College of Public Health at the University of Georgia. The process provides students with the procedure to follow if they wish to petition for a waiver of established policy and procedure from curricular and/or programmatic requirements. All students may obtain assistance in interpretation of appeals policies and procedures in the CPH Office of Academic Affairs and Student Services.

PROCEDURES:

1. The student must submit a petition in writing to the Chair of the Department in which he/she is enrolled. The petition should include the following:
 - a. The policy or procedure from which the student is seeking a waiver and the deviation being sought;
 - b. The reason(s) why the exception to policy or procedure should be granted; and
 - c. If desired, a request to meet with a faculty committee to present the petition.
2. The Chair will meet with the student, the appropriate people in the academic unit, and others, as needed. The Chair will notify the student in writing of the decision.
3. If the student is dissatisfied with the decision of the Chair, he/she may further appeal in writing to the CPH Assistant Dean for Academic Affairs within ten (10) working days. This written appeal should include the following:
 - a. A copy of the original written petition to the Chair;
 - b. A copy of the Chair decision letter; and
 - c. The student's reason(s) for continuing the petition process.
4. The Assistant Dean, in consultation with college and university personnel, will make a decision about the petition and notify the student in writing. The decision of the Assistant Dean is final within the College.
5. If the student is dissatisfied with the Assistant Dean's decision, he/she may further appeal in writing to the UGA Educational Affairs Committee within ten (10) working days from receipt of the College's decision.
6. For information about the waiver process, contact your academic advisor or the director of undergraduate services in N124 Paul D. Coverdell Center or call 706.542.1873.