

REQUESTS FOR POLICY & PROCEDURE WAIVER

A. Waiver requests specific to the teaching specialization:

1. The candidate must present a written petition to the appropriate Content-Area Specialist. The petition must explain the nature of and reasons for the petition.
2. In conjunction with the relevant school/department, the Content-Area Specialist will make a decision on the petition and inform the candidate in writing of that decision.
3. If the candidate wishes to appeal the action taken on the petition, a written appeal specifying the nature of and the reasons for the appeal must be submitted to the CEPAC within ten (10) academic days of having been informed of the petition action. The following process will then ensue:
 - a. The CEPAC will alert the EPPC to sit as an Appeal Panel. This panel will be held no more than fifteen (15) and no less than ten (10) academic days after receipt of the candidate's written Intent to Appeal. The candidate will be immediately informed of the scheduled hearing.
 - b. At least four (4) days prior to the scheduled hearing, the candidate must submit in written form to the office of the School of Education (KN #108) the basis for the appeal. The Administrative Assistant for the SOE will then duplicate and send to the EPPC members this and all other relevant documentation for review.
 - c. A quorum of the EPPC is constituted by those present but must include the CEPAC and three (3) or more members. All members present at the hearing have a vote except the CEPAC, who votes only in the event of a tie. A simple majority of those present and voting by secret ballot determines the outcome of a hearing.
 - d. The candidate must be present at the appeal to present and support their appeal and respond to questions from the EPPC membership.
 - e. The candidate will leave the meeting after presenting their appeal and responding to any questions.
 - f. The CEPAC will inform the candidate in writing of the decision of the EPPC.
 - g. If the candidate wishes to appeal the EPPC decision, procedures specified in the [University Student Handbook](#) must be followed.

B. Waiver requests pertaining to Professional Studies or General Studies:

1. The candidate must present a written petition to the Director of the School of Education. The petition must explain the nature of and reasons for the petition.
2. In conjunction with the School of Education faculty, the Director will decide on the petition and inform the candidate in writing of that decision.
1. If the candidate wishes to appeal the action taken on their petition, a written appeal specifying the nature of and reasons for the appeal must be submitted to the CEPAC within one week of having been informed of the petition action. The following process will then ensue:
 - a. The CEPAC will alert the EPPC to sit as an Appeal Panel. This panel will be held no more than fifteen (15) and no less than ten (10) academic days after receipt of the candidate's written Intent to Appeal. The candidate will be immediately informed of the scheduled hearing.
 - b. At least four (4) days prior to the scheduled hearing, the candidate must submit in written form to the office of the School of Education (KN #108) the basis for the appeal. The Administrative Assistant for the SOE will then duplicate and send to the EPPC members this and all other relevant documentation for review.
 - c. A quorum of the EPPC is constituted by those present but must include the CEPAC and three (3) or more members. All members present at the hearing have a vote except the CEPAC, who votes only in the event of a tie. A simple majority of those present and voting by secret ballot determines the outcome of a hearing.
 - d. The candidate must be present at the appeal to present and support their appeal and respond to questions from the EPPC membership.
 - e. The candidate will leave the meeting after presenting their appeal and responding to any questions.
 - f. The CEPAC will inform the candidate in writing of the decision of the EPPC.
 - g. If the candidate wishes to appeal the EPPC decision, procedures specified in the [University Student Handbook](#) must be followed.