

Return completed form and supporting documents electronically to Mike Noreen (mnoreen01@hamline.edu). Both student and advisor will be notified via email of the review committee's decision within 14 days.

**Student Information**

Name (Last, First, M.I.): \_\_\_\_\_ Hamline ID: \_\_\_\_\_

Program: \_\_\_\_\_ License Area (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Procedure**

Step 1. Discuss your situation with your HSE staff advisor (Christina Asaolu, Alyssa Vaj, Evan Matson, or Mike Noreen)

Step 2. If possible, to improve the submission discuss the petition with a faculty advisor/member

**Required items**

- Letter explaining the policy you are petitioning and the reasons that your request should be considered. For specific policies, access the Graduate Bulletin online at [bulletin.hamline.edu](http://bulletin.hamline.edu) and/or the MAT Handbook at <https://www.hamline.edu/education/mat/advising>.
- Documentation supporting the circumstances in your letter (as applicable).

**Read Carefully Before Signing:** I understand that filing a petition is the first step of the process. The appropriate School of Education Department administrators, faculty, and staff will discuss my case and notify me in writing of their decision. All decisions are final and not subject to appeal or explanation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_