



**College of Education and Health  
Professions Center of Quality  
Teaching and Learning (CQTL)  
Frank Brown Hall**

**Late Application Submission  
Petition for Appeal**

The deadlines for submitting ALL documents in the Admission to Teacher Education Application are October 15 for Spring/Summer admission and June 15 for fall admission. Failure to meet the deadlines will require an appeal in writing sent to [McMillan\\_Abbey@columbusstate.edu](mailto:McMillan_Abbey@columbusstate.edu).

Candidates should base an appeal on exceptional and extenuating circumstances. It is the candidate's responsibility to start the appeal process by completing and submitting the appeal packet.

According to the Georgia Professional Standards Commission policy on Pre-Service Certificates, courses requiring admission to Teacher Education that have a field experience component are not appealable.

A complete packet will consist of the following:

1. A letter from you (**submitted with this form**) giving a detailed description of what it is you are asking of the CQTL Director. Please include:
  - ❖ A clear statement of your dilemma or concern
2. Supporting documentation where applicable.

Name \_\_\_\_\_ CSU I.D. # \_\_\_\_\_

Reason for Appeal \_\_\_\_\_

Program of Study \_\_\_\_\_ Advisor \_\_\_\_\_

Student Class \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**I verify that all required information is accurate and true to the best of my knowledge.**

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Date