

When To Use A Division of Education Petition Form

- A. To request that a LCSC Teacher Education Program requirement be waived for special cause.
- B. To request that a requirement in an LCSC Teacher Education Program course be waived for special cause.
- C. To request that a course completed at another college or university be accepted for a required LCSC Teacher Education Program course.

The Division of Education Petition Form can be obtained in the Division Office, Spalding Hall Room 103 or from the Division of Education web site – www.lcsc.edu/education.

When To Use A LCSC Petition to Challenge Form

To obtain credit on your LCSC transcript for an LCSC Teacher Education course through demonstration of your ability to meet the course standards and requirements in lieu of enrolling in and completing the course.

The Petition to Challenge Form may be obtained in the LC Registrar's Office or from the Registrar's web site. Use the link to Forms. www.lcsc.edu/registrar

Sequence of Activities

Division of Education Petitions

Meet with your advisor and/or the course instructor as appropriate to discuss petitioning before completing the form. Then complete the Division of Education Petition Form, attach supporting documentation and/or artifacts, and submit to your advisor or instructor as appropriate. Your advisor and/or instructor will make a recommendation to the Division of Education Chair. You will be informed by letter of the Chair's decision.

Challenging

You must be enrolled in a LCSC course when requesting permission to challenge another course. You may not be enrolled in the course being challenged. You should not submit the completed challenge binders for evaluation the last two weeks of a semester.

Meet with the instructor of the course you wish to challenge. Obtain the Requirements To Challenge Form for the course you want to challenge. Discuss the requirements with the instructor. If the instructor agrees to permit you to challenge the course, the instructor will sign

the Petition to Challenge Form. You must then obtain the permission of the Education Division Chair to challenge the course. When you have received the permission of both the instructor and the Division Chair, you must take the form to the college Cashier, pay the fee, and return the form to the instructor.

When you believe you have met all the conditions for challenging the course, submit the completed Requirements To Challenge Form and all supporting materials in a ½ inch binder. On the outside of the binder write “Challenge Packet for [Add Course number and name],” your name, and your LCSC ID number. The instructor will evaluate your materials and you will be informed of the instructor’s decision. Binders will not be returned to you.

The Course Challenge Requirements Form

The form lists the requirements that must be met to successfully challenge the course. The form contains three columns. In the first column you will find required activities and applicable Teacher Education Program standard(s). The second column contains a description of the expectations for the requirement. In the third column you will explain the nature of the evidence you have submitted to meet the expectation. You will reference accompanying documentation and/or artifacts to support your assertion that that you have met the standard and requirement.

Binder and Materials in Support of Challenging A Course

The Course Challenge Requirements Form is placed at the beginning of the binder that contains the actual artifacts identified according to each standard/requirement.

The course instructor will review your materials to determine whether the documentation and/or artifacts satisfactorily demonstrate your ability to meet the requirements. You will be notified by letter of the instructor’s decision. Payment of the fee to challenge a course is no guarantee that the challenge will be successful. There is no refund of the challenge fee if the challenge is unsuccessful.