

THE COLLEGE OF EDUCATION AND SOCIAL SERVICES
Request Form

Student Name _____ ID# _____ Date _____

Local Address _____

E-Mail Address _____ Local Phone# _____

CESS Advisor _____

Write one sentence which summarizes your request. (Attach documentation, following the format described on the following page, which provides a more in-depth explanation of your request.)

Student Signature

Advisor Signature (Only indicates that your advisor has reviewed your request)

DO NOT WRITE BELOW THIS LINE.

☐ **Program Decision**

☐ Approve ☐ Refuse

☐ Need More Information

Program Reviewer Date

Program Reviewer Date

Program Reviewer Date

Comments:

Department Chair Date

☐ **Student Affairs Committee Decision**

☐ Approve ☐ Refuse

☐ Need More Information

Student Affairs Committee Chairperson Date

Comments:

Request Form

1. State your request on the form and be clear and concise. Then be certain to attach supporting documentation which elaborates on your request and provides Program Reviewers/CESS Student Affairs Committee members with the information necessary to make an informed decision. **This should not exceed one (1) typed page.**
2. The supporting documentation should be typed, signed and dated by the student. Be certain to use correct grammar and present information as professionally as possible.
3. The student should be certain to keep a photocopy of the request and supporting documentation.
4. The completed and signed request should be forwarded to Beth Ann Mohler (528 Waterman) after being reviewed and signed by your advisor. It will then be presented to the Program Reviewers/CESS Student Affairs Committee members for approval/refusal.
5. Be sure to check your CATS report online to determine if your request has been approved.

NOTE: **Additional information may be requested during any step in the process.**