POLICY SUMMARY AND INSTRUCTIONS – STUDENT PETITION FOR PROGRAM IRREGULARITY

Purpose:

In recognition that many situations may arise during a student’s participation in the Professional Practice Program at the University of Cincinnati that may result in their desire to request a deviation from the established policies and practice of the Division of Professional Practice, a process has been established by which these requests can be submitted and considered by the Professional Standards Review Committee (PSRC).

Policy Summary:

1. There are many situations in which a student may desire to submit a request for program irregularity. Students are subject to all policies and procedures of the Division and University. The majority of these policies and procedures are outlined in the Undergraduate Student Handbook (available on the Division’s website: http://www.uc.edu/propractice).
   a. Any deviation from these policies and practices requires that a student request approval to do so via the process outlined in this document.
   b. A deviation from the established policies and procedures that occurs without following this process could result in sanctions being placed upon the student.

Instructions:

A student wishing to request consideration of a request for program irregularity should:

1. Review the policy summary above.
2. Review the complete policy in the appropriate University and/or Division resource.
3. Students should consider consulting their Professional Practice Faculty Adviser for clarification and discussion.
4. Complete the PSRC Student Petition for Program Irregularity.
5. Submit the completed PSRC Student Petition for Program Irregularity to the front desk in the Division of Professional Practice.
6. Depending on the specifics of the particular situation being considered, the student’s Professional Practice Faculty Adviser and/or the PSRC may require additional documentation from the student to provide additional detail. Students must provide this documentation proactively, such as in cases involving medical issues, a doctor’s note is required.
7. The PSRC will consider the case per their established hearing schedule. Students will be advised of the time/date/place of the meeting during which their request will be considered, will be invited to attend, and will be advised of the PSRC’s decision.
8. The student and their Professional Practice Faculty Adviser should work together to determine how the PSRC’s decision will affect their participation in the co-op program.
STUDENT PETITION FOR PROGRAM IRREGULARITY

Program Irregularity

I, the undersigned, petition that:

My reasons for this are, in detail (if work term ended before official end, dates must be included):

Student Signature: ___________________________ Phone Number: ________________
Email: ______________________________________
Address:  
Number  Street  City  State  ZIP

(DIVISION USE ONLY)

PRSC Action: ___________________________ Date: ________________
SIGNATURES:

PSRC Chair: ___________________________
College Representative: ___________________________
Student Representative: ___________________________
Professional Practice Faculty (optional): ___________________________