

PsyD Program Internal Communication Memo

This form is used to communicate information to relevant faculty regarding any type of academic need for a student in the PsyD program. The University graduate academic petition should be utilized for course waivers, course registration overload, or changes in degree course requirements. <https://www.regent.edu/admin/registrar/studentforms.cfm>

For requests for adjustment for internal program requirements such as absence from a required event, change in practica training, or adjustment of internship application plans this form is a written way to ensure clear communication for the sake of the student. If the student feels unsure whether the University academic petition or this internal memo are needed, they can ask the academic manager or their faculty advisor for advice.

Name: _____ Date of Request: _____

Please describe the action requested:

Justification for the Request (i.e., specific reasons you did not or are unable to meet the requirement you are asking to be adjusted)

Describe any reasons why you need this adjustment:

What faculty are involved in this decision? Please list here.

Relevant Faculty: Concur Non-concur

Signature: _____ Date: _____

Program Director: Approve Disapprove (Reason: _____)

Signature: _____ Date: _____