

Academic Petition: Form B

Student Name: _____ **Date:** _____

Campus ID: _____ **Major:** _____

Classification: FR SO JR SR

Faculty Advisor Signature: _____ *Approve* *Deny* **Date:** _____

Instructor Signature: _____ *Approve* *Deny* **Date:** _____

**Instructor signature required ONLY if petitioning for course incomplete, late course withdrawal or change in final exam schedule.*

Petition Instructions:

Petitions must be submitted in the form of a professionally, typed letter that indicates:

- The reason for the petition
- Why you believe the petition should be approved
- Extenuating circumstances that contributed to your having submitted the petition

Attach this form to the front of the letter when submitting it. Petitions should be submitted at the Registrar window.

Results of the committee meeting will be emailed to you and your advisor, as well as pertinent professors.

Petitions **must be received 3 days prior to the scheduled date of the meeting** or they will be reviewed the following meeting.

Petitions **based on, injury, medical issues or, car accidents** must be accompanied by documentation such as:

- Hospital records showing dates of admittance
- Doctor appointments
- Police reports

Reason for petition:

- Late course drop
- Late course withdrawal
- Course incomplete (must include: number of absences, grade at time of petition and, reasonableness of student being able to complete work)
- Change in final exam (please indicate reason, attach final exam schedule)
- Waiver of required course (include relevant documentation)
- Other, Please Specify: _____

Academic Standing Committee Notes/Decision

- Approved Decision Date: _____
- Denied _____
- Tabled – Needs Research _____
- Forwarded to: _____
- Returned to Student for: _____