

Academic Petition

Student Name: _____

Date: _____

Campus ID: _____

Major: _____

Classification: FR SO JR SR

Faculty Advisor Signature: _____

Date: _____

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.
- A \$50 petition fee may be charged by the Committee

All petitions must be void of grammatical errors and typos or they will be returned to the student for correction.

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 sickness, injury, car accidents** must be accompanied by medical documentation such as:

- hospital records showing dates of admittance
- doctor appointments
- police reports

Petitions for **Directed and Independent Study Courses** must include:

- Syllabus or Course outline
- Signature of faculty who is willing to do the special course
- Why it is needed

Course Incompletes: Petitions must include faculty email sent to the Registrar and student that indicates:

- Number of absences
- Grade at time of petition
- Reasonableness of student being able to complete work

Petitions that do not contain the requested accompanying documentation or needed information will be returned to the student and not acted upon by the committee.

Change in Final Exam: Please indicate reason, attach final exam schedule.

Course Overload: Indicate why overload is necessary.

Academic Standing Committee Notes/Decision

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