



## Academic Petition Form

1. The student should submit an Academic Petition Form when requesting consideration for any exception to an academic policy as applied to the student's specific circumstance. (One form per request is required.)
2. The student must complete the top portion with his/her academic advisor and submit the form to the Registrar.
3. The petition will be brought to and reviewed by the Academic Affairs Committee within 10 days of receipt of the form in the Registrar's Office.
4. The form will be completed by the Chair of the Academic Affairs Committee according to the consensus of the Committee, and the Registrar will contact the student and academic advisor regarding the outcome of the petition.
5. The student may formally appeal the decision in writing to the Academic Affairs Committee within 10 business days. The Academic Affairs Committee will have 30 days from the receipt of the appeal to review the information and make a decision.
6. The Provost has the final decision regarding an appeal to a decision made by the Academic Affairs Committee.

### Student to Complete:

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Semester: \_\_\_\_\_

Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Clearly state your academic problem and related request:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor's Signature

\_\_\_\_\_  
Date

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### OFFICE USE ONLY

#### Comment(s):

**Approval Granted:** ( ) YES ( ) NO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Petition Rec'd by Registrar: \_\_\_\_\_ AAC Meeting: \_\_\_\_\_ Student Notified: \_\_\_\_\_ Advisor Notified: \_\_\_\_\_