Academic Petition Form

Submission of the Academic Petition Form is a request for an exception to University policies and/or procedures. All information must be complete and all signatures must be present. Incomplete forms will be returned without a decision. Additional related forms must be submitted with this Petition (Add/ Drop Forms, etc.) Schedule changes may impact financial aid, tuition accounts and graduation dates. Please print clearly.

Dominican Student ID: _____ Date: _____

Name: _____ Telephone: _____

Address: _____ City: _____ ZIP: _____

Student Signature: _____ Undergraduate: _____ Graduate: _____

What specific action are you asking the Petition Committee to take? *

_____

_____

_____

Please state why you would like an exception made on you behalf (*use back if necessary*):

_____

_____

_____

_____

* *If you are petitioning to Add or Drop a course, an Add/Drop Form must be attached to this form*

_____

Advisor's Name *(Please Print)*

_____

Advisor's Signature - *required* Date

☐ I support this petition because:

_____

_____

_____

_____

_____

Instructor's Name

_____

Instructor's Signature – *required for Add/Drop/Class change* Date

☐ I support this petition because:

_____

_____

_____

_____

After careful consideration this Petition is: APPROVED____ DENIED____ UNABLE TO PROCESS___

_____ _____

Registrar's Signature Date

Comments: _____

_____

_____

_____

For Office Use Only

Registrar: _____

_____

Business Office: _____

_____

Financial Aid: _____

_____

Original – Student File *Canary – Student* *Pink - Advisor*

Revised 09/02