

Academic Petition Form

Submission of the Academic Petition form is required for exceptions to University policy or procedures. All information must be complete and all signatures must be present. Incomplete forms will not be accepted nor reviewed. Please print clearly.

Student ID: _____	Date: _____
Name: _____	Phone: (____) _____
Address: _____	
City: _____	ZIP: _____

1. Specify semester and action you are requesting. Attach an Add/Drop form or Registration form.

Semester: Spring Fall Summer Year: _____

Action: Add Drop Withdrawal

Other: _____

2. Personal Statement

You must attach a detailed statement explaining the reasons you believe your exception is justified. You must explain why this action was not carried out by the published deadline, if applicable.

3. Documentation

You must include supporting documentation (Doctor's note with the duration of the illness or treatment or medical care, legal issues, employment, and/or other documents)

4. Instructor's Statement

To be completed by instructor:	Date: _____
1. Did the student take the midterm exam(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Too early for midterm(s) at this time	
2. Did the student take the final exam(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Too early for final exam(s) at this time	
3. Student's grade at this time: _____	
4. Student's attendance (check one): <input type="checkbox"/> Regular <input type="checkbox"/> Infrequent <input type="checkbox"/> Never <input type="checkbox"/> Unknown	
5. Student has adequate preparation to complete course? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
6. Do you object to the requested exception? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Comments:	
Instructor's Name & Signature: _____	

5. Advisor's name & signature: _____ Date: _____

I have attached all required documentation and signatures. I understand that petitions are approved on a case by case basis and are not automatic. If the course is still in progress I will continue to attend until I am notified otherwise by the Registrar's Office.	
Student's signature: _____	Date: _____

After careful consideration this petition is:

Approved Denied Unable to process

Signature of Petition Committee Chairperson: _____ Date: _____

Comments: _____
