



STUDENT PETITION

INSTRUCTIONS

- This form is to be used if the student believes there are unusual or extenuating circumstances which justify an exemption from an academic regulation (e.g., graduation course requirement).
- Provide a clear and concise statement for what is being requested along with the rationale for the request. Students should include any supporting documentation to help support their request and a copy of the degree audit. A separate form needs to be completed for multiple requests.
- Forward the completed petition form along with supporting documentation to the Registrar's Office to begin the review process. All petition requests are reviewed by the Program Coordinator and Dean of the major and the Vice President of Academic Affairs.
- The petition process takes approximately two weeks and students will be notified via their student email account of the final decision.

Name: _____ Student ID Number: _____

Email Address: _____ Major: _____

Student Signature: _____ Date: _____

Full statement of request (what you are asking the College to approve):



Reason(s) to support this request (provide supporting documents when applicable):

Recommendation of Program Coordinator

Reasons: _____

Program Coordinator Signature

Date

Recommendation of Dean

Reasons: _____

Dean Signature

Date

Decision of Vice President of Academic Affairs

Reasons: _____

Vice President of Academic Affairs Signature

Date