



An academic petition may be submitted to request changes to program requirements or to request an exception to academic policy. In all cases, students must consult with their faculty adviser prior to submitting a petition. Extenuating circumstances must be accounted for to warrant consideration for the petition. Below, please describe the request, making specific reference to the academic catalog policy addressed (if appropriate), and a description of the extenuating circumstances. Additional supporting materials may be attached to this petition.

Name: _____
Last First Middle Initial

Exception (please check one):

- Graduation Requirements
- Waiver Senior Residence Requirements
- Retroactive Withdrawal
- Missed a Posted Deadline
- Substitution: _____
(Requirement/Course)
- Other: _____

Please explain:

Student Signature Date: ____/____/____

This form will be evaluated by the VPAA in conjunction with the Registrar and any appropriate department chairs. If an exemption is not granted, the student may appeal the decision to the Academic Appeals Committee who will make the final decision.

Adviser Signature Date: ____/____/____

Registrar Signature Date: ____/____/____

Vice President of Academic Affairs Date: ____/____/____

- Approved
- Denied

Processed By: _____