Petition for Exception to Academic Policy

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: ______________________________

  (Substitute/Course)

Please explain:

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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: ________