

General Petition

To: Admissions and Advanced Standing Committee

Date: _____

From: _____

919

Last Name

First

Middle Initial

ID Number

Local Address

Local Phone

Check the University policy you are appealing:

- Academic load
- Course auditing options
- Extension of time to remove an incomplete grade
- Superseding courses
- Pass/fail grading options
- Academic probation, academic suspension and dismissal
- Withdrawal from the University after the deadline
- Transferring credits from other institutions
- Waiving general education requirements with an AA degree
- Advanced standing degree requirement
- Academic residence
- Early walk (deadlines: Spring–April 1; Fall–November 1)
- Other academic policy (Committee has discretion to decide whether to consider the petition.)

ANY MISREPRESENTATION REGARDING SIGNATURES, DATES, OR OTHER INFORMATION ON THIS FORM IS A VIOLATION OF UNIVERSITY POLICY AND WILL RESULT IN DISCIPLINARY ACTION.

PLEASE COMPLETE REVERSE SIDE

CHAIR OR DEAN

ADVISOR

Signature _____ Date _____

Comments:

Signature _____ Date _____

Comments:

Support Do Not Support Aware of petition

Support Do Not Support Aware of petition

FOR COMMITTEE USE ONLY

Approve Vote _____ Date _____

Deny Comments: _____

Table

Instructions

In the space below, or on additional sheets of paper, please *describe the extenuating circumstances* related to the academic policy that you are appealing. The Committee will look for petitions that are due to extraordinary reasons (*beyond the control of the student*). Extraordinary reasons which may be considered include advisor error, administrative error, documented medical reasons and personal or family emergencies. The Registrar will provide the Committee with pertinent information and transcripts of grades.

Be specific, detailed, and honest in justifying the basis for your petition. You are encouraged to get letters of support from your advisor or faculty members familiar with your situation. Attach appropriate supporting statements, e.g., a doctor's verification of illness. *Your written explanation and documentation will be the only basis the Committee will have for consideration in arriving at a decision.*

STUDENT SIGNATURE

DATE

You will receive written notification of the Committee's decision from the Registrar. Should your petition be denied, the Committee has determined that the circumstances described in your petition or lack of sufficient documentation did not warrant an exception to University policy.