

Download this form to complete electronically using Adobe Acrobat before printing to obtain signatures.

INSTRUCTIONS

1. This form is to be used by students for requests of exceptions to policy and academic regulation due to extenuating circumstances only. Examples include late course adds and drops, extension of time to complete the degree (graduate students only), extension of time to complete an incomplete (IN) grade, and curriculum modifications. It should not be used for transfer credit approval or withdrawal from the university as there are other forms for these actions.
2. Provide clear and concise statements for what is being requested along with rationale.
3. Please completely **fill out this petition electronically** in consultation with your advisor. After completing electronically, **print, sign**, and obtain the **required signatures** before submitting to the appropriate Dean or Associate Vice President of Academic Affairs (AVPAA).
4. All petitions must be signed by the Academic Advisor and the Department or Graduate Chair of the student's major. If applicable, petitions must also be signed by the instructor and Honors Program Coordinator.
In addition:
 - Petitions relating to an **undergraduate major** must obtain the signature of the appropriate Academic Dean.
 - Petitions relating to a **graduate program** must obtain the signature of the Dean of Graduate, Online and Continuing Education.
 - Petitions relating to **General Education** must obtain the signature of the AVPAA.A copy of the student's **DegreeWorks** audit should accompany the petition.
5. Once a decision is made by the appropriate Dean or AVPAA and the action processed by the Registrar's Office, a copy of the form will be emailed to your university email.
6. Petitions not filled out completely or without all the appropriate signatures will not be considered and will be returned to you.

Student Name: _____ Degree, Major(s): _____

Student ID #: @ _____ Cell Phone: _____ E-mail: _____

Enrollment Status (check one): Graduate Evening Undergraduate Day Undergraduate Certificate Non-Degree

Please be aware that if you drop below full-time status, it may affect your health insurance or financial aid eligibility.

If a course is involved, include course information below:

Course Number: _____ Title: _____ CRN: _____ Semester/Year Taken: _____

Full statement of request (what you wish the university to consider or approve):

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

Signatures

Petitions submitted hand written or without required supporting signatures will be returned to the student.

Student Signature: _____ Date: _____

Academic Advisor: Support Do Not Support

Comments (Required): _____

Advisor Name (please print): _____

Advisor Signature: _____ Date: _____

Instructor (if applicable): Support Do Not Support

Comments (Required): _____

Instructor Name (please print): _____

Instructor Signature: _____ Date: _____

Honors Program Coordinator (if necessary): Support Do Not Support

Comments (Required): _____

Honors Program Coordinator Name (please print): _____

Honors Program Coordinator Signature: _____ Date: _____

Department or Graduate Chair of Student's Major(s): Support Do Not Support

Comments (Required): _____

Chair Name(s) (please print): _____

Chair Signature(s): _____ Date: _____

Academic Dean(s) of Student's Major(s): Approve Do Not Approve

Comments (Required): _____

Academic Dean Signature(s): _____ Date: _____

Dean School of Graduate, Online & Continuing Education (if necessary): Approve Do Not Approve

Comments (Required): _____

Dean Signature: _____ Date: _____

Associate VP for Academic Affairs (for General Education courses): Approve Do Not Approve

Comments (Required): _____

Dean Signature: _____ Date: _____