

# Student Petitions Form



Please read this information carefully before completing the petition. *If you do not receive written notification concerning the status of your petition within two weeks, you are responsible for ascertaining its status with Dr. Evelyn Moore, Registrar, within the month.*

Do not submit the form to the Registrar's Office **until all of the following materials are complete and included.**

This may include as applicable to your request:

New registration forms with advisors signature and faculty member's signature

MD verification if illness is your extenuating circumstance

Verification of extenuating circumstances that you should join/drop a class after the published deadline

Evidence that you are capable of completing 5.0 or more course credits per term

Other circumstances which justify your request. Always explain the circumstances as to why your request should be granted.

**Submit five copies plus the original, for a total of six copies, of your materials to the Registrar's Office.**

*Note:* The committee is not concerned with financial matters.

Name \_\_\_\_\_ ID# \_\_\_\_\_ Telephone \_\_\_\_\_

Box Number \_\_\_\_\_ Term in question \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please indicate your request.

Fifth course addition (Two copies only)

Waiver of catalog requirements

Late change from letter grade to S/U

Late course withdrawal

Late course addition

Other, please state or explain

Please state your request and give facts, evidence and reasons as to why your request should be granted on a separate sheet of paper.

Advisor's Statement — **Required**

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicable Faculty Member's Statement

Faculty Member/Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved    Denied   Committee Comments/Explanation

Joyce Janca-Aji, Chair, Petitions Committee \_\_\_\_\_ Date \_\_\_\_\_