



**ACADEMIC PETITION FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Degree Program \_\_\_\_\_

Email Address: \_\_\_\_\_

Students requesting an exception to academic requirements should first consult with their advisor and/or with the Registrar, and then complete and submit this form.

Exception Requested:

Rationale for Exception:

V.P. of Academic and Student Affairs Signature: \_\_\_\_\_

Result:            Approved                      Not approved                      Partially approved/other result

Notes:

Registrar Signature: \_\_\_\_\_

**Instructions:**

- Student are encouraged to discuss the academic exception request with their advisor and/or the Registrar before completing the form.
- The student should complete the form and send it to the Registrar. The faculty as a whole will discuss the petition and provide a decision. Once the form is signed, it will be returned to the student and added to their student record.