

Academic Petition Instructions

1. Students **MUST** complete the Student Information and Statement of Request sections. This needs to be well written, clear as to what you are asking for, and justified for an action that falls outside of academic rules and regulations or normal university processing.
2. Students should include as much detail as possible when completing the section on Statement of Request, to include CRN's, course subject, number and course section. Details and choice of words may be very important.
3. Students are responsible for getting the appropriate signatures. Please refer to the chart below for appropriate recommendations which are required.
4. Petition Forms are due in the Registrar's Office by 4:00 p.m. the day before the CASD meets to act upon the petition. CASD normally meets on a Thursday.

Necessary signatures/ Recommendations	Student's Advisor	Student's Major Dept. Chair	Course Dept. Chair	Student's Major School Dean	Instructor	Other required recommendations or information
<u>Petition to:</u>						
General Ed/BA requirements only to include course substitution/waiver for degree requirements	✓	✓	✓	✓		A brief explanation by Advisor is required
Be readmitted after Academic Separation/Dismissal or while on Probation	✓	✓		✓		Bursar, Commandant or SVPAA
Extend calendar deadline for Course Drop/Add or Withdrawal	✓	✓	✓			Instructor for Add or Withdrawal
Extend an incomplete beyond the enrollment day for the next semester	✓				✓	
Participate in an extracurricular activity while on probation	✓					Academic Achievement Center, Academic Advisor, Activity Advisor or Coach
Exceptions to incoming transfer credit	✓	✓	✓	✓		

Turn Petition Form into the Registrar's Office when COMPLETED!