



# 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 & regulations or normal university processing.
2. Students should include as much detail as possible when completing the section on Statement of Request, to include CRNs, 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.

Petition to:	Student Advisor	Student's Major Dept. Chair	Course Dept. Chair	Student's Major School Dean	Instructor	Other Required Recommendations or Information
Change Major	✓ Current Advisor	✓ New Major Dept. Chair				Advisor to be assigned by new major Department Chair
Course Substitution/Waiver for degree Requirements	✓	✓	✓	✓		a brief explanation by advisor is required
Minor, add a second minor (or drop minor)	✓					minor department chair
Second Major	✓	✓				second major Department chair
Be readmitted after Academic Separation	✓	✓		✓		Bursar, Commandant or VPAA
Overload (beyond normal course load)	✓	✓				Specific course(s) to be dropped if overload is disapproved
Take equivalency exam	✓	✓	✓			
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 extra-curricular activity while on probation	✓					Activity advisor, parent or guardian
Register for Independent Study	✓		✓			
Alternative Final Exam Time	✓	✓				Instructor of Course(s)
<b>Turn Petition Form into the Registrar's Office when COMPLETED</b>						