

Instructions for Petitions

At Norwich University an academic petition is a paper document on which a student expresses reasoning as to why they would like to be considered for an exception to University Academic Rules and Regulations.

“Petitioning” is a formal action taken by a student. Therefore the responsibility of initiating the process belongs to the student.

It begins with the Petition Form which must be completed by the student with solid details and involves obtaining all required faculty and staff signatures as required based on a chart that is attached to the form.

The Petition must be:

Well written and thought out because the student is requesting an exception which the CASD must clearly understand.

Justified as to why the student should be allowed to have the established Academic Rules and Regulations altered for them.

Provide complete details, as the student should not believe that the committee will read between unwritten lines of information. Do not assume that the committee will understand what you are asking for. Include information like course numbers along with course titles and the semester the courses was taken in, or in progress, or the semester you plan to take the course, are examples of details to include.

The CASD (Committee on Academic Standing & Degrees) normally meets weekly unless there are scheduling conflicts for the committee with other institutional events or meetings. The committee is made up of members representing all the undergraduate colleges at the university.

Petitions need to be in the Registrar’s Office by 4:00 p.m. the day before a CASD meeting.