



# Academic Petition Form

- The student requesting a program change, course petition, and/or exception to academic policy must get all appropriate signatures before submitting request to the Registrar's Office.
- You will receive a response by letter or e-mail within 10 business days at the address you provide below.
- If you are currently in the midst of taking a course, you are fully accountable for your course work. You should continue to go to classes and to complete assignments and examinations until you are notified of the outcome of the petition.

Student Name \_\_\_\_\_ Student ID: \_\_\_\_\_

Preferred method of receiving results:  Mail to address on file  Student Email: \_\_\_\_\_

## I. Program Change (Indicate desired new major below – requires new Department Chair approval)

Previous Major: \_\_\_\_\_ New Major: \_\_\_\_\_

Program:  Traditional  LEAD  BLEND Concentration: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

## II. Course Petition:

1. Indicate the type of petition you are making by checking the appropriate box(es)
2. Include course code, title and instructor
3. State rationale for request below under Explanations

Course Substitution/Waiver (*Department Chair signature required*)

Course Requested: Code	Course Title & Instructor	Term	Credits
_____	_____	_____	_____

Course Replaced: Code	Course Title & Instructor	Term	Credits
_____	_____	_____	_____

Independent Study (*Chair or Dean signature required before submitting to VP for Academic Affairs*)

Code	Course Title	Term	Credits
_____	_____	_____	_____

Grade Change Request (*Instructor signature required*)

Code	Course Title	Term	New Grade
_____	_____	_____	_____

**III. Appeal / Grievance / Petition for Exception to Policy.** Explain in detail your grievance or why you are requesting a petition. Include information necessary for Registrar and/or committee to understand your circumstances. Attach any and all supporting documentation.

**Explanation required for any/all actions above:**

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*Signatures required on back.*

## Course Policies and definitions

*In all cases, consult the academic catalog for complete policies and procedures*

### **Course Substitution/Waiver - Department Chair approval required**

Students wishing to take courses to fulfill a program requirement that otherwise would not be considered, the registrar may suggest an alternative course. The registrar would suggest this if required courses were no longer being offered, if the required course does not fit with the student's course schedule, etc...

### **Independent Study – Department Chair signature and Academic VP approval required**

Independent Study is a regular course taken by special arrangements under the supervision of an instructor. A student enrolled as a degree candidate may apply for the Independent Study. Independent Study must be approved by the supervising instructor, the Academic Vice President & Dean of The College, and Registrar prior to registration.

The following apply to Independent Study registration:

1. Students may earn a maximum of 6 hours through Independent Study.
2. Students must have at least a 2.5 cumulative GPA and at least 30 earned credit hours (second year status).
3. Independent Study courses must be completed within one semester. Extensions must be requested and approved in the same manner established for classroom based courses (see College policy on incompletes).
4. The regular grading scale applies to courses completed by Independent Study.
5. The following conditions must be met for independent study requested in a Fall or Spring semester:
  - a. The course is required for the student's degree program.
  - b. The student has an unavoidable scheduling conflict.
  - c. The course will not be offered again before the student's scheduled graduation date.

### STUDENT AFFIRMATION

I have read the petition from thoroughly and understand all the requirements stated herein:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ADMINISTRATIVE ACTION

Chair or Dean: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Academic VP: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date Received: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Independent Study Approval:

Course Title \_\_\_\_\_

Instructor Assigned: \_\_\_\_\_

Semester: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**CLICK HERE TO SUBMIT FORM**