

**ACADEMIC PETITION POLICIES**

- Academic Petitions are for students who seek an exception to published university-wide academic policies, procedures, and/or regulations in cases where **extenuating circumstances** are evident and can be **substantiated**.
- Extenuating circumstances beyond a student's control **include but are not limited to** documented medical issues, involuntary call to military active duty, and other extenuating circumstances (case by case basis).

**STUDENT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ PRN: \_\_\_\_\_

Major/Program: \_\_\_\_\_ Semester/Term: \_\_\_\_\_

**INSTRUCTIONS**

1. Student completes and signs the **Academic Petition Form**.
2. Student writes a personal statement explaining their request (e.g., late add, incomplete deadline extension), their extenuating circumstances, and rationale for the exception to the policy being requested.
3. Student provides date-specific supportive **documentation** with their statement, **if applicable** (e.g., accident reports, documented email correspondence, copies of death certificates, or obituaries).
4. **Staff or Faculty Member** provides a letter, supporting or explaining the student's extenuating circumstances.
5. Petition with student's approval and supporting documentation are submitted to the **Academic/Program Director** and **Dean's Office** for consideration and approval.
6. If approved, the Academic Dean will forward the paperwork to the Registrar's Office for processing.

**SECTION I: ACADEMIC PETITION ACKNOWLEDGEMENT** (Font signature NOT accepted)

I hereby acknowledge that I have completed and signed the Academic Petition Form, provided a personal statement detailing my extenuating circumstances, and submitted any necessary supporting documentation. I affirm that all information provided is true and accurate to the best of my knowledge. I understand and recognize that the submission of these documents does not guarantee final approval of the petition by the Registrar's Office. I also acknowledge that the Academic Petition and supporting documents become part of my official student Academic record in the Registrar's Office.

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

**SECTION II: ACADEMIC PETITION APPROVAL** (Font signature NOT accepted)

Academic/Program Director Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Academic Dean's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## STUDENT PERSONAL STATEMENT

- Student writes a personal statement explaining their request (e.g., late add, incomplete deadline extension), their extenuating circumstances, and rationale for the exception to the policy being requested.
- Students can submit a letter for their personal statement or complete the following document by writing a brief statement of the request, in addition to the extenuating circumstances and rationale for the request.

## STUDENT'S REQUEST AND EXTENUATING CIRCUMSTANCES