

Student Petition for Exception to University-Wide Requirements

INSTRUCTIONS

- Pay the \$10.00 processing fee at Cashier's before submitting completed form to the Dean's Office
- Complete Part 1 and attach additional documentation if required
- See second page for appropriate signatures required to complete your request

PART 1 Student Information

University ID # _____ Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Phone # (____) _____ Email address _____

Request and reason:

Student's signature _____ Date _____

PART 2 Recommendation on Petition

Advisor or Instructor

Approved Denied

Comments _____

Print Advisor or Instructor Name Signature _____ Date _____

Department Chair

Approved Denied

Comments _____

Print Department Chair Name Signature _____ Date _____

College Dean

Approved Denied

Comments _____

Print College Dean Name Signature _____ Date _____

PART 3 Action on Petition

Academic Advising in MSR 210 or Enrollment Services in MSR 120

Approved Denied

Comments _____

Print Academic Advising or Enrollment Service Name Signature _____ Date _____

CASHIER'S Use Only

UG 320040000000 Date fee paid _____
 GR 320100000000 Received by _____

<u>Petitions Related To</u>	<u>Undergraduate Programs</u>	<u>Postbaccalaureate Programs</u>
Academic Renewal	Director of Enrollment Services	NA
Catalog Year	Major Advisor Director of Enrollment Services	NA
<u>Course adds---after the last day to add</u> A completed Late Add form must be submitted with the petition	Instructor of Record College Dean Director of Enrollment Services	Instructor of Record College Dean Director of Enrollment Services
<u>Course drops---after the last day of the term</u> A completed Course/University Withdrawal form must be submitted with the petition	Instructor of Record College Dean Director of Enrollment Services	Instructor of Record College Dean Director of Enrollment Services
Graduation Writing Assessment Requirement (GWAR)	WPST Coordinator Chair of University Writing Committee	NA
Extension of time for "Incomplete" graded course work	Instructor of Record Director of Academic Success Center	Instructor of Record College Dean
Extension of time for "RP" graded course work	NA	Instructor of Record College Dean
General Education requirements	Major Advisor Director of Academic Success Center	NA
Major, minor, concentration, certificate and credential requirements	Department Chair Director of Academic Success Center	Program Coordinator College Dean
Repeat Policy	Major Department Chair College Dean Director of Enrollment Services	NA
Repeating course(s) via transfer credit	Department of Repeated Course Director of Enrollment Services	Program Coordinator College Dean
Transfer Credit	Major Advisor Director of Enrollment Services	NA

If you have any questions regarding this form, please contact Enrollment Services in MSR 120 at (209) 667-3264