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 write tests and examinations until you are notified of the outcome of the petition.

Student Name: ___________________________ Student ID: ___________________________

Preferred method of confirmation: □ Mail to address on file □ Student Email: ___________________________

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

Previous Major: ___________________________ New Major: ___________________________

Program:
 □ Traditional  □ Pre-LEAD  □ LEAD  □ BLEND

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 Director signature required)
Course Requested: Code ___________________________ Course Title & Instructor ___________________________ Credits ___________________________

Course Replaced: Code ___________________________ Course Title & Instructor ___________________________ Credits ___________________________

□ Independent Study (Chair or Director signature required before submitting to VP for Academic Affairs)
Code ___________________________ Course Title ___________________________ Credits ___________________________

□ Grade Change Request (Instructor signature required)
Code ___________________________ Course Title ___________________________ Credits ___________________________

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:

__________________________________________

__________________________________________

__________________________________________

__________________________________________

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 Director: ___________________________ □ Approved □ Denied Date: ________________

Academic VP: ___________________________ □ Approved □ Denied Date: ________________

Registrar: ___________________________ Date Received: ________________

Comments:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Independent Study Approval:

Course Title

Instructor Assigned:

Semester: ________________ Start Date: ________________ Completion Date: ________________