## Undergraduate and Visiting Students
### Academic Petition

(See reverse side for instructions)

**Name:**

(Please Print) Last First M. I.

**Major:**

**Current Address:**

City & State: __________________ ZIP: __________

**Home Phone:** (___) __________

**Cell:** (___) __________

**Email:**

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**STUDENT:** Complete this section thoroughly. Attach any necessary documentation that substantiates your request. Justification must indicate extenuating circumstances that prevented following established deadlines, rules, policies, and procedures.

ANY EXISTING FINANCIAL HOLDS ON YOUR ACCOUNT MAY PREVENT PROCESSING OF THIS FORM. PLEASE MAKE SURE ALL HOLDS HAVE BEEN PROPERLY REMOVED.

**Course Involved:** ______________________ **Term/Year:** __________________

**Requested Action:** ______________________

**Justification for Exception to the Policy:**

(Attach separate sheet if more room is needed)

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**Student Signature** _______________________ **Date** __________

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**ADVISOR:**

☐ Recommended  ☐ Not Recommended

**Advisor's Comments:**

______________________________

______________________________ **Advisor Signature** _______________________ **Date** __________

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**INSTRUCTOR: (for course requirements)**

**Student Status:** ☐ Never Attended  ☐ Is/Was Passing  ☐ Is Not/Was Not Passing

**Instructor's Comments/Recommendations:**

______________________________

______________________________ **Instructor Signature** _______________________ **Date** __________

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**CHAIR OF DEPARTMENT OF STUDENT'S MAJOR:**

☐ Recommended  ☐ Not Recommended

**Chair’s Comments:**

______________________________

______________________________ **Chair Signature** _______________________ **Date** __________

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**COLLEGE ASSOCIATE DEAN OF STUDENT’S MAJOR:**

(PLUS Associate Dean of College of Education for Teacher Education Students)

☐ Approved  ☐ Not Approved

**Assoc Dean’s Comments/Action Needed:**

______________________________

______________________________ **Associate Dean Signature** _______________________ **Date** __________

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Processed by: _______________________ **Date:** __________

SPACMNT __________________ Emailed: ___________________

*Form Revised 01/2015*
INSTRUCTIONS FOR ACADEMIC PETITION

ANY EXISTING FINANCIAL HOLDS ON YOUR ACCOUNT MAY PREVENT PROCESSING OF THIS FORM. PLEASE MAKE SURE ALL HOLDS HAVE BEEN PROPERLY REMOVED.

Degree-Seeking Students

After completing student section at top of form, including justification, and attaching any additional necessary documentation:

In the order listed below, obtain the following necessary signatures:

1) Recommendation from Advisor
2) Recommendation from Instructor (if the petition applies to a specific course)
3) Recommendation from Department Chair of your major

Then, submit for approval to the Associate Dean of the College of your major.

*Note: Decisions that require a change or action as the result of the Academic Petition will be handled directly between the Associate Dean's Office and the Office of the Registrar.*

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Visiting Students

After completing student section at top of form, including justification, and attaching any additional necessary documentation:

1) Obtain the recommendation and signature from Instructor if the petition applies to a course
2) Deliver completed form to the Office of the Registrar

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Tuition Refund

After the *Academic Petition* has been approved, to request a refund, a separate *Appeal for Tuition, Housing, and Dining* form must be submitted to the Office of Student Accounts. Subsequent decisions about refunds are independent of this *Academic Petition* and are based on the *Fee Payment and Appeal Policies*.