STUDENT ACTION:
1. Complete Section 1 and obtain support from faculty associated with petition.
2. Attach all necessary documents to support requested action: Add/Drop; Letter of Explanation; Additional Faculty support (if necessary).
3. Submit Petition to Dean’s Office where course is housed.

ACADEMIC STANDARDS PETITION
FOR
UNDERGRADUATE
AND
GRADUATE STUDENTS

SECTION 1

<table>
<thead>
<tr>
<th>Name</th>
<th>ID#</th>
<th>Last Semester Enrolled</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>FR</td>
<td>SO</td>
<td>GR</td>
</tr>
<tr>
<td></td>
<td>DR</td>
<td>SR</td>
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</tbody>
</table>

Campus Box # Or Local Address
Receiving Financial Aid □ Yes or □ No
Receiving Veterans Benefits □ Yes or □ No

Number/Title Of Course In Question (Attach List For Multiple Courses) |
Instructor |
Semester

Action Requested - check all that apply

Submit to Dean of School/College of course
□ Waive Registration Deadline
□ Extend Add Deadline
□ Extend Add Deadline for:
□ Extend Drop Deadline for:
□ Extend “W” Period Deadline
□ Waive Audit or Pass/Fail Policy
□ Change Letter Grade After 1 Semester (Excluding Incompletes)

Student Signature

SECTION 2

ADMINISTRATIVE ACTIONS

Faculty Remarks associated with course (Attach Letter if Necessary) If Add/Drop is needed attach to petition

Faculty Support for Petition □ Yes or □ No

Faculty Signature

Date:

SECTION 3

DECISION

Committee Remarks:

Date Student Notified of Committee Decision : __________________________ Date Student Notified of Final Decision __________________________

□ Approved □ Denied □ Tabled

Signature of Chair or Dean

Date

Financial Ramifications If This Action Is Approved: (Bursar)

□ Approved □ Denied SIGNATURE: __________________________

□ Approved □ Denied □ Return To School For Further Clarification Date returned to school

Date Action Finalized/Registrar

Date Recorder Notified Date Grad. Coor. Notified

Date Reg. Coor. Notified Date Ac. Space Coor. Notified

Date Bursar Notified

Date Financial Aid Notified

REVISED 3/3/14