

**ROGER WILLIAMS UNIVERSITY**

**ACADEMIC STANDARDS PETITION**

**FOR**

**UNDERGRADUATE**

**AND**

**GRADUATE STUDENTS**

**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.

<b>SECTION 1</b>				<b>IDENTIFICATION</b>	
<b>Name</b>		<b>ID#</b>	<b>Last Semester Enrolled</b>		<b>Date</b>
<b>Class</b> <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> GR <input type="checkbox"/> JR <input type="checkbox"/> SR		<b>Advisor</b>		<b>School</b>	<b>College Program</b> <input type="checkbox"/> Day <input type="checkbox"/> Cont. Studies <input type="checkbox"/> Graduate
<b>Campus Box # Or Local Address</b>				<b>Receiving Financial Aid</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No <b>Receiving Veterans Benefits</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No	
<b>Number/Title Of Course In Question</b> (Attach List For Multiple Courses)			<b>Instructor</b>		<b>Semester</b>
<b>Action Requested - check all that apply</b>					
<b>Submit to Dean of School/College of course</b> <input type="checkbox"/> Waive Registration Deadline <input type="checkbox"/> Extend Add Deadline Add Deadline for: _____ <input type="checkbox"/> Extend Drop Deadline for : _____ <input type="checkbox"/> Extend "W" Period Deadline <input type="checkbox"/> Waive Audit or Pass/Fail Policy <input type="checkbox"/> Change Letter Grade After 1 Semester (Excluding Incompletes)			<input type="checkbox"/> Extend Change Of Grade Deadline (Incompletes)    Date Due: _____ <input type="checkbox"/> Alter Permanent Academic Record (Add/Delete Course) <input type="checkbox"/> Other <b>Submit to Dean of School/College of course</b> <input type="checkbox"/> <b>Request a Program Adjustment</b> <input type="checkbox"/> <b>Re-evaluate Transfer Course Equivalency</b> <input type="checkbox"/> <b>Other - Explain</b>		
<b>Student Signature</b>			<b>Date</b>		
<b>SECTION 2</b>					
<b>ADMINISTRATIVE ACTIONS</b>					
<b>Faculty Remarks</b> associated with course (Attach Letter if Necessary)    If Add/Drop is needed attach to petition					
<b>Faculty Support for Petition</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No		<b>Faculty Signature</b>			<b>Date:</b>
<b>SECTION 3</b>					
<b>DECISION</b>					
<b>Committee Remarks:</b>					
<b>Date Student Notified of Committee Decision :</b> _____ <b>Date Student Notified of Final Decision</b> _____					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled		<b>Signature of Chair or Dean</b>			<b>Date</b>
<b>Financial Ramifications If This Action Is Approved:</b> (Bursar)					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <b>SIGNATURE:</b> _____					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Return To School For Further Clarification				<b>Date returned to school</b>	
<b>Date Action Finalized/Registrar</b>				<b>Date Bursar Notified</b> _____	
Date Recorder Notified _____		Date Grad. Coor. Notified _____		<b>Date Financial Aid Notified</b> _____	
Date Reg. Coor. Notified _____		Date Ac. Space Coor. Notified _____			