

PETITION FOR STUDENTS IN UNDERGRADUATE AND PROFESSIONAL PROGRAMS

This petition is used to request an exception to college or University academic policies. Before submitting this petition, contact your college about any required documentation and/or timing of the process. Emergency problems requiring faster action should be called to the attention of your college's Committee on Student Scholastic Standing. You should also meet with an advisor to discuss options, including taking incompletes in your courses. Do not assume approval of your request until you have received it. If an appeal is approved, W (for Withdrawal) will remain on your academic record for each cancelled course. **Student Athletes: Meet with your athletic counselor in Intercollegiate Athletics (Bierman) before initiating this petition.**

To fill in this form online, place the text tool in a field and type. Print the completed form to add the required comments and signature(s).

last name		first name		middle name		ID number	
street address				city		state	zip code
college		major		e-mail address		telephone number	
Expected Term and Year of Graduation: <input type="checkbox"/> fall <input type="checkbox"/> spring <input type="checkbox"/> May session <input type="checkbox"/> summer year _____							
Request:							
Reason/explanation (attach a separate sheet if more space is needed)							
Add Classes: Term/Year: _____				Cancel Classes: Term/Year: _____ <input type="checkbox"/> Cancel All Classes			
class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, sec 2, C02, etc.)	class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, sec 2, C02, etc.)
student signature						date	

INSTRUCTOR/DEPARTMENT

instructor/departments comments/recommendation (not required for one-time withdrawal)		
signature	printed name	date

COLLEGE

committee comments	committee action: <input type="checkbox"/> approved <input type="checkbox"/> not approved
signature	date

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