Student Petition Form

Instructions:
1) Complete Parts I and II
2) Discuss the reason with your academic advisor or class instructor—obtain appropriate signature for Part III
3) Petition will be reviewed based on extenuating circumstances
4) Obtain necessary supporting documentation
5) Submit the completed form to the Registrar’s Office

Part I Please Print:

Name: ___________________________________________ Student ID: ____________
Email: __________________________________________ Telephone: (_____)________________________
Student Box#: __________ Major: __________________________ Class: ________________

Part II Please Print:

Reason for Petition
(Please provide a clear and detailed explanation. If you need extra room, feel free to attach another sheet of paper)

☐ Late Course/Project Change ☐ Waive Suspension
☐ Removal from Probation List ☐ Other __________________________

I request that: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature: __________________________________________ Date: __________

Part III:

Advisor/Instructors Recommendation

Advisor/Instructor Signature: ____________________________ Date: __________
Recommended action: _____Approved _____Disapproved
First Date of Attendance: ______________ Last Date of Attendance: ______________

Official Use Only

Petition Results

_____Approved _____Disapproved _____Tabled _____Other

Comments ________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Reviewed By __________________________ Title __________________________ Date __________