

# Academic Petitions

## 1. Academic Policies Petitions

When a student finds it necessary to request an exception to any academic policies the following procedure shall be followed:

- a. Secure an “Academic Policies Petition” form from the Office of the Registrar.
- b. Complete the form and obtain the signatures of the student’s department chair and academic advisor and return the petition to the Office of the Registrar.
- c. The petition is then reviewed and acted upon by the Registrar.
- d. The decision of the Registrar will be indicated on the bottom half of the form and copies will be distributed to the student’s academic file, the student, and the student’s advisor.

## 2. General Education Petitions

When a student desires to request an exception to a General Education requirement or a substitution for a General Education requirement the following procedures shall be followed:

- a. Secure a “General Education Petition” form from the Office of the Registrar.
- b. Complete the form and obtain the signature of the department chair and academic advisor and return it to the Office of the Registrar.
- c. The petition is then reviewed by the Registrar and/or the chair of the General Education Committee who may act on the petition based on approved guidelines for course substitutions and waivers or refer it to the General Education Committee for action.
- d. The decision of the Registrar will be indicated on the bottom half of the form and copies will be distributed to the student’s academic file, the student, and the student’s advisor.