

PETITION TO THE ACADEMIC POLICIES COMMITTEE (APC)

PLEASE READ INSTRUCTIONS CAREFULLY. YOUR PETITION DEPENDS ON IT.

It should be understood that policy will be upheld in nearly all cases; exceptions are rare. This form is designed to increase efficiency in addressing legitimate petitions, and therefore should not be perceived as a route to overturn policy.

Today's Date _____

Name _____ ID No. _____

Address where you wish to be notified (if on campus, include box number):

Email Address _____

Please indicate the type of exception to policy you are requesting:

GRADUATION REQUIREMENTS

- Waive credit requirement. Specify: _____
 Waive course requirement. Specify: _____

ACADEMIC PROBATION OR DISMISSAL

- Removal from Probation
 Readmittance to College
 Exceed 12-13 credit limit
 Extracurricular activity
 Exemption from CLS 110

OTHER EXCEPTION TO POLICY (identify policy from which you wish to be exempted):

In addition to this form, address a TYPED letter or memo to the Committee in which you specifically explain the policy exception you are requesting (including reasons for the request). In petitions dealing with academic probation or dismissal, you should describe any extenuating circumstances that impacted your academic performance in the past, and specifically identify the actions/steps you will take in the future to assist you in your efforts to reach academic success. The inclusion of additional documentation and/or letters of support is encouraged. Your letter and this form **MUST** be submitted **TWO DAYS PRIOR** to the APC meeting (dates available from the Dean of Faculty and the Registrar). Please submit your completed petition to the Registrar's Office.

Academic Advisor's Signature _____

NOTE: The APC cannot consider a petition without the Advisor's signature

NOTICE:

Failure to fill out this form completely and clearly or failure to follow procedures as outlined above may result in the APC disregarding your petition.