



**PETITION TO THE
ACADEMIC POLICIES COMMITTEE (APC)**

STUDENT NOTICE

It is your responsibility to read all instructions and complete all portions of this form.

Your letter and this completed form must be submitted to the Records Office at least two days prior to the APC meeting (dates available at the Records Office). Within two days of the meeting, the Committee Chair will notify you of the results in an official letter sent via email.

Please understand that policy will be upheld in nearly all cases; exceptions are rare.

Name _____ ID No. _____

What policy exception are you requesting?

- Late registration for term
- Waive or substitute graduation requirement
- Take more than 13 credits while on Academic Probation
- Exemption from CLS 110 while on Academic Probation
- Readmission to Warner Pacific University after Academic Dismissal
- Other- Please describe: _____

In addition to this form, address a TYPED letter to the Committee in which you specifically explain 1) the policy exception you are requesting and 2) the reasons for the request. The inclusion of additional documentation and/or letters of support is encouraged.

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.

Academic Advisor's Signature _____

Comments (Optional) _____

NOTE: The APC requires the Advisor's signature. The signature does not necessarily mean that the advisor agrees with or supports the petition, but rather confirms that the advisor is aware of the request. It is the student's responsibility to communicate with the advisor and obtain their signature.

FOR OFFICE USE

Submission Date _____

Committee Date _____

Approved Denied