

ST. LAWRENCE UNIVERSITY

Guidelines for Academic Petition

1. Provide all your student information; don't leave any blanks.
2. Mark the checkbox associated with the type of petition you are submitting.
3. Obtain all required signatures as follows:
 - Academic Advisor for ALL petitions
 - Department Chair for Waivers of Maximum Units in Major
4. Consider the importance of this petition and attach a TYPED letter that clearly states your purpose and rationale.
5. Sign and date your petition.
6. In accordance with the type of Academic Petition, attach:
supporting statement(s) by faculty/staff member(s); other documentation as the individual case warrants; other completed documents as follows:
 - Add/Drop Form for **Late Schedule Change Petitions**
 - Withdrawal Form for **Course Withdrawal Petitions**
 - Pass/Fail Form for **Pass/Fail Petitions**
 - Explanation for tardiness for **Missed Deadline Petitions**
7. Include student name and student identification number on all documentation. Please staple all documentation to the petition form.
8. An appeal of an action may be made under certain conditions on an Academic Appeal form. Additional considerations and documentation must be addressed to warrant re-submission.
9. Please contact the Associate Dean for Advising at (315) 229-5964 for consultation as you compose your petition.
10. Submit petitions to the Registrar's Office.
11. Actions on Academic APPEALS may be forwarded the student's CMR or St. Lawrence University email account.
12. The committee meets weekly when school is in session to review petitions.



ACADEMIC PETITION

SEE REVERSE SIDE FOR GUIDELINES ON COMPLETING YOUR ACADEMIC PETITION.

1. STUDENT INFORMATION

STUDENT _____ ID# _____ CLASS YEAR _____ CMR _____

EMAIL _____ PHONE _____ MAJOR(S) _____

2. TYPE OF PETITION

- Late Schedule Change (attach a completed **Add/Drop Form**)
- Course Withdrawal (attach a completed **Withdrawal Form**)
- Pass/Fail (attach a completed **Pass/Fail Form**)
- Other
- Waiver of Distribution Requirement
- Waiver Senior Residence Requirement
- Waiver Maximum Units in Major

3. REQUIRED SIGNATURES

<p style="text-align: center;">(Signature Required for ALL Petitions)</p> <p>I support this petition</p> <p>_____</p> <p>Academic Advisor Date</p>	<p style="text-align: center;">(Signature Required for Waivers of Max. units in Major Only)</p> <p>I approve and support this petition</p> <p>_____</p> <p>Department Chairperson Date</p>
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4. ATTACH A TYPED EXPLANATION THAT CLEARLY STATES YOUR PURPOSE OR RATIONALE.

5. SIGN AND DATE.

Student Signature _____ Date _____

OFFICE USE ONLY BELOW THIS BOX

<p>APPROVED</p> <p>_____</p> <p>Academic Petitions Committee</p> <p>_____</p> <p>Date</p> <p>\$45 Late Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>TABLED (see conditions below)</p> <p>_____</p> <p>Academic Petitions Committee</p> <p>_____</p> <p>Date</p>	<p>DISAPPROVED</p> <p>_____</p> <p>Academic Petitions Committee</p> <p>_____</p> <p>Date</p>
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COMMENTS / TABLED CONDITIONS

Processed by: _____ Date _____ Notification of Decision: _____mail _____email