

# 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.

