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
     - Explanation of extenuating circumstances for Repeat Course Requests

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 SMC 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 completion guidelines.

1. STUDENT INFORMATION

________________________________________________________________________________________________________________________________________________________________________________________

Email Address                                Student ID                                Student Name

________________________________________________________________________________________________________________________________________________________________________________________

Class Year                     Campus P.O.                        Campus Telephone                                              Major(s)

2. TYPE OF PETITION

☐ Late Schedule Change (attach a completed Add/Drop Form)  ☐ Waiver of Distribution Requirement
☐ Course Withdrawal (attach a completed Withdrawal Form)    ☐ Waiver Senior Residence Requirement
☐ Pass/Fail (attach a completed Pass/Fail Form)             ☐ Waiver Maximum Units in Major
☐ Repeat Course Request                                      ☐ Other
☐ Third Major (must be a senior)

3. REQUIRED SIGNATURES

(Signature Required for ALL Petitions)
I have discussed this petition with my advisee and:
☐ I support this petition ☐ I do NOT support this petition

Academic Advisor                                Date

(Signature Req. for Waivers of Max. units in Major Only)
I approve and support this petition

Department Chairperson                                Date

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

APPROVED
☐ Notified SFS for grad student past semester reg.

Academic Petitions Committee

Date

$50 Late Fee: ☐ Yes ☐ No

TABLED
(see conditions below)

Academic Petitions Committee

Date

DISAPPROVED

Academic Petitions Committee

Date

COMMENTS / TABLED CONDITIONS

________________________________________________________________________________________________________________________________________________________________________________________

Processed by: ___________________ Date _________ Notification of Decision: _____ mail _____ email

Rev. 10/7/16