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 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)
   □ 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
   (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
   ________________________________           ________________________________
   Academic Petitions Committee             Academic Petitions Committee
   Date                                    Date
   $45 Late Fee:    □ Yes    □ No

TABLED
   (see conditions below)
   ________________________________           ________________________________
   Academic Petitions Committee             Academic Petitions Committee
   Date                                    Date

DISAPPROVED
   ________________________________           ________________________________
   Academic Petitions Committee             Academic Petitions Committee
   Date                                    Date

COMMENTS / TABLED CONDITIONS
   ______________________________________
   ______________________________________
   ______________________________________

Processed by: ________________________________  Date _________  Notification of Decision: _____mail    _____email
Rev. 8/10/10 kbm