Guidelines for Academic Petition

1. Students petitioning St. Lawrence University should consider the importance of their petition. They should take great care in organizing and clearly stating their purpose and rationale. Attached letters should be typed or legibly printed using black or blue ink. **Petitions that are ambiguous or illegible will be returned to the student without consideration.** Students may re-write their petition and resubmit for consideration by the petitions committee.

2. Please fill in ALL student information. **Petitions may not be processed unless all information is provided.**

3. In accordance with the type of Academic Petition, the student must provide: supporting statement(s) by faculty/staff member(s); other documentation as the individual case warrants; other documents as follows:

   - **Late Schedule Change Petition** (include a completed Add/Drop Form)
   - **Course Withdrawal Petition** (include a completed Withdrawal Form)
   - **Pass/Fail Petition** (include a completed Pass/Fail Form)
   - **Missed Deadline Petition** (include an explanation for tardiness)
   - **Repeat Course Request** (provide letter clearly explaining extenuating circumstances necessitating a repeat)

   Include name and student identification number on all documentation. **Please staple all documentation to the petition form.**

4. Please contact the Associate Dean for Advising at (315) 229-5964 for consultation as you compose your petition.

5. Please note that the Academic Advisor’s signature is needed on all petitions.

6. Petitions should be submitted to the Registrar’s Office.

7. All actions on Academic Petitions are forwarded to the student’s CMR in writing. This includes a cover memo and copy of the student’s original petition.

8. An appeal of an action may be made under certain conditions. Additional considerations and documentation must be addressed to warrant re-submission.

9. The petition committee meets on a weekly basis. Petitions are processed as quickly as possible.
ACADEMIC PETITION

OFFICE OF THE REGISTRAR       ST. LAWRENCE UNIVERSITY
VILAS 117                      CANTON, NY 13617

SEE REVERSE SIDE FOR GUIDELINES ON COMPLETING YOUR ACADEMIC PETITION.

STUDENT __________________________________ ID# ________________ CLASS YEAR________ CMR_____________

EMAIL __________________________ PHONE ___________ MAJOR FIELDS____________________________________

________________________________________             __________________________
Student Signature                                                                                       Date

□ Late Schedule Change (include a completed Add/Drop Form)          □ Waiver of Distribution Requirement
□ Course Withdrawal (include a completed Withdrawal Form)          □ Waiver Senior Residence Requirement
□ Pass/Fail (include a completed Pass/Fail Form)                  □ Waiver Maximum Units in Major
□ Repeat Course Request                                           □ Other

Please attach a typed document to this petition.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

ST. LAWRENCE UNIVERSITY FACULTY/STAFF USE ONLY BELOW THIS BOX

( signature needed for all petitions)
I approve this petition

( signature needed for waivers only)
I approve and support this petition

Academic Advisor __________________________ Date ________________

Department Chairperson __________________________ Date ________________

APPROVED

Academic Petitions Committee __________________________ Date ________________

$45 Late Fee: □ Yes □ No

DISAPPROVED

Academic Petitions Committee __________________________ Date ________________

COMMENTS

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Processed by: __________________       Date __________ Notification of Decision: _____ mail _____ email _____ phone