

ST. LAWRENCE UNIVERSITY

Guidelines for Academic Petition

1. Provide all your student information; do not 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) 229-5580 or academicadvising@stlawu.edu for consultation as you compose your petition.
10. Submit petitions to the Registrar's Office.
11. Actions on Academic APPEALS may be forwarded to 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	_____ SMC	_____ Telephone
		_____ Major(s)

2. TYPE OF PETITION

- | | |
|--|---|
| <input type="checkbox"/> Late Schedule Change (attach a completed Add/Drop Form) | <input type="checkbox"/> Waiver of Distribution Requirement |
| <input type="checkbox"/> Late Course Withdrawal (attach a completed Withdrawal Form) | <input type="checkbox"/> Waiver of Senior Residence Requirement |
| <input type="checkbox"/> Late Pass/Fail (attach a completed Pass/Fail Form) | <input type="checkbox"/> Waiver of Maximum Units in Major |
| <input type="checkbox"/> Repeat Course Request | <input type="checkbox"/> Other |
| <input type="checkbox"/> Third Major (must be a senior) | |

3. ATTACH A TYPED EXPLANATION THAT CLEARLY STATES YOUR PURPOSE OR RATIONALE.

4. REQUIRED SIGNATURES

This Signature Required for ALL Petitions

I have discussed this petition with my advisee and: I approve and support this petition I do NOT support this petition

Academic Advisor: _____ **Date:** _____

This Signature Required for Waivers of Max Units in Major ONLY

I approve and support this petition

Department Chair: _____ **Date:** _____

5. SIGN AND DATE

Student Signature: _____ **Date:** _____

OFFICE USE ONLY, BELOW THIS BOX

APPROVED	TABLED	DISAPPROVED
<input type="checkbox"/> Notified SFS for grad student past semester reg.	(see conditions below)	
_____ Academic Petitions Committee	_____ Academic Petitions Committee	_____ Academic Petitions Committee
_____ Date	_____ Date	_____ Date
\$50 Late Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No		

COMMENTS / TABLED CONDITIONS

Processed by: _____ *Date* _____ *Notification of Decision:* mail email