

The Academic Affairs Committee will entertain petitions from students under the conditions outlined below. (Revised 9/2019)

I am applying for (please check the appropriate box below):

PETITION	CONDITIONS	VERIFICATION	COMMENTS
<input type="checkbox"/> <p>Late Add (Add deadline is the 6th day of classes)</p>	Instructor and Advisor approval required	Documentation of Instructor and Advisor approval (course override form or special registration form)	Used for courses in current semester only. Students exceeding 5.75 credits are subject to a tuition surcharge.
<input type="checkbox"/> <p>Late Drop (Drop deadline is the 6th day of classes) (A late drop is only available during the withdrawal period; after that, only a late withdrawal is available)</p>	Student never attended the class. Advisor approval required	Verification of non-attendance from Instructor required	<p>Student should keep attending class until notified of decision of the Academic Affairs Committee</p> <p>Used for courses in current semester only</p>
	Serious and unforeseen health reasons or similar circumstances beyond the student's control	Verification from doctor required. Attach to petition (or submit directly to Dean of Students for confidential situations)	
	Instructor or department recommends a different level of the same class	Verification from Instructor or Department Chair	
<input type="checkbox"/> <p>Late Withdrawal Student will receive a grade of "W" on transcript (Withdrawal deadline is the mid-term of the semester)</p>	<p>Serious and unforeseen health reasons or similar circumstances beyond the student's control</p> <p>Advisor approval required</p>	<p>Medical documentation from doctor required. Attach to petition (or submit directly to Dean of Students for confidential situations)</p> <p>Poor performance in a class is NOT a sufficient reason to request a withdrawal</p>	<p>Student should keep attending class until notified of decision of the Academic Affairs Committee</p> <p>Used for courses in current semester only</p>
<input type="checkbox"/> <p>Permission for reduced academic load</p>	Student must provide a compelling academic rationale for a reduced load.		See supplemental instruction sheet for more information.

ATTENTION F & J VISA STUDENTS: You must receive approval from the International Student Advisor prior to petitioning to take a reduced academic load. You are in violation of your visa status if you enroll in fewer than 4.0 credits without the International Student Advisor's permission. Approval from the Academic Affairs Committee does NOT constitute approval in relation to your visa status.

HOW TO PETITION THE ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee is comprised of members of the Faculty, students, the Registrar, and the Dean of Students. The Committee meets every other week during each semester to hear student petitions.

To expedite your petition, follow these guidelines:

- 1. Petitions WILL NOT BE ACCEPTED without ALL the necessary forms and signatures.**
2. Review the guidelines on the reverse side and check the appropriate box for the request you are making. Then complete the information below and obtain your advisor's signature after discussing the situation with him/her. IDP Students also need the IDP Director's signature.
3. Address your petition letter to the Academic Affairs Committee. As a rule, your petition letter should be no longer than one page. In the first paragraph, clearly identify the reason for your petition and the course titles and numbers included in the petition.
4. Clearly indicate the course number, section, semester and year for which your petition applies. Be very clear as to what it is you are asking the Committee to approve.
5. For a late drop or withdrawal for medical reasons, please provide medical documentation from your physician/health care provider. If circumstances are confidential, you may provide verification directly to the Dean of Students. Attach a completed late drop/withdrawal form.
6. For a late drop or withdrawal for reasons other than medical, be certain to include all supporting documentation (letters from your instructor, advisor, etc.). The Committee must have all the supporting documentation when your petition is reviewed. Attach a completed late drop/withdrawal form.
7. If you are requesting to add a course, attach a completed course override form or special registration form with all required signatures. **Please note that designating a course pass/low pass/fail after the add deadline is not an option.**
8. If you are adding a course, and you exceed 5.75 credits for the semester, you will incur a **significant tuition surcharge**. Please consult the Student Accounts Office for more information.
9. For late drop or withdrawal, you should **keep attending the class** until you have been notified of the decision of the Academic Affairs Committee.
10. Submit your petition to the Office of the Registrar. **Don't delay submitting it, as all petitions are date stamped and the submission date is considered when it is reviewed by the Committee.** Copies of your petition will be distributed to the members of the Academic Affairs Committee at the next scheduled meeting. Once the Committee has decided on your petition, you will be notified in writing of the decision by the Secretary of the Academic Affairs Committee.

Name (print)

Class Year

ID Number

Signature

Date

Advisor's Name (print)

Advisor's Signature