

Petition to the Curriculum Appeals Committee

Every petition relating to an academic irregularity should be prepared in conference between you and your faculty advisor. It should bear his/her recommendation; it is also desirable that it bear the recommendation of at least one other Faculty member. If the petition is to drop or add a course, its instructor must comment. Only the most extenuating circumstances will be favored in granting such a petition.

Complete this cover letter and attach a typed request and explanation of your extenuating circumstances and turn it in, in person, to the Registrar's Office in Center Hall, Room 115.

Date: _____

Student Name: _____ Signed: _____

Major: _____ Minor: _____

Recommendation of faculty advisor:

Advisor Name: _____

Comment: _____

Recommended Not Recommended Signature: _____ Date: _____

Recommendation of instructor (when petition is to drop or add a course):

Instructor Name: _____

Comment: _____

Recommended Not Recommended Signature: _____ Date: _____

Recommendation of other faculty:

Faculty Name: _____

Comment: _____

Recommended Not Recommended Signature: _____ Date: _____

Curriculum Appeals Committee Decision

Date Presented: _____ Action: APPROVED _____ DENIED _____ Date Finalized: _____

Signed: _____