PETITION INFORMATION SHEET

A matriculated student must follow an approved curriculum as described in the College Catalog at the time of matriculation. Any request for deviation from these requirements must be submitted in typewritten form to the Petitions Committee. Requests must be based on sound academic reasoning. Such requests are considered by the Committee and their recommendation is submitted to the Vice President for Academic Affairs for final action. The decision in response to each request is communicated in writing to the student by the Vice President for Academic Affairs.

INSTRUCTIONS FOR COMPLETING THE PETITION FORM

I. The student should clearly state the variance which is being petitioned, and where appropriate, identify the specific substitutions which are being requested. The petition should be written in a clear and concise manner.

II. The rationale for the request should be precisely stated and should be based on sound academic reasoning.

III. The signature of the petitioner's advisor and an indication of support or nonsupport of the petition are required. Advisor comments are encouraged.

IV. The signature of the petitioner's Divisional Dean and an indication of support or nonsupport of the petition are required. Comments from the Divisional Dean are encouraged.

V. PETITION FORMS ARE TO BE TYPED OR ADDITIONAL SHEETS DONE ON A COMPUTER MAY BE ATTACHED TO THE FORM.

VI. Failure to follow these instructions will result in non-action by the Committee.

VII. Completed petition forms are to be submitted to the Office of the Vice President for Academic Affairs.
PETITION

DIRECTIONS: TYPE THE PETITION AND OBTAIN REQUIRED SIGNATURES. PETITIONS SHOULD BE RETURNED TO THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS.

Name ___________________________ CURriculum ___________________________
Address ___________________________ CWID # ___________________________
Telephone ___________________________ Class Year ___ Date _____

I ask permission to:

Rationale for request:

Student Signature _______________________________________________________

DO NOT WRITE ON OTHER SIDE - USE ADDITIONAL SHEET(S) IF NECESSARY

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TO THE STUDENT: OBTAIN SIGNATURES IN THE ORDER GIVEN.

First: Advisor ___________________________ Date _________________
Support ___ Do Not Support ___
Comments:

Second: Divisional Dean ___________________________ Date _________________
Support ___ Do Not Support ___
Comments:

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Final Action: Vice President for Academic Affairs: ___________________________ Date _________________
Approved ___ Disapproved ___ No Action ___
Comments:

8/07