



## Petition to the Curriculum Appeals Committee

Every petition relating to an exception to academic policy requires the signature of the student's faculty advisor. The advisor provides reasons for recommending or not recommending the student's petition in the space provided.

Petitions for exceptions to policy that have an impact on a particular course require the signature(s) and recommendation of the course instructor(s). For example, if the petition is to drop or add a course after the established deadline, the course instructor must comment. Such petitions are granted approval in only the most extenuating circumstances.

Petitions regarding adding/dropping classes must be submitted no later than the last day of class.

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

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

### 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 member (as needed):

Faculty Name: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommended     Not Recommended    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

### Curriculum Appeals Committee Decision

Date Presented: \_\_\_\_\_ Action: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Date Finalized: \_\_\_\_\_

Signed: \_\_\_\_\_

Revised 10/11/19

