

## Academic Steering Committee Petition

**INSTRUCTIONS:** Please print neatly. **Complete all information below. Requests will not be considered if this form is incomplete.** Please be sure to describe in detail the extenuating circumstances (e.g. family emergency, documented illness, etc.) you believe justify this petition. Submit this petition and supporting documentation to the Registrar's Office. If you are appealing a suspension or dismissal, you must attach a letter.

**STUDENT INFORMATION:**

Daytime Phone: \_\_\_\_\_  
ID# \_\_\_\_\_

Name: \_\_\_\_\_  
Address: Hall/RM \_\_\_\_\_  
Or Street \_\_\_\_\_  
City, State Zip: \_\_\_\_\_

**I hereby petition the following:** (Check all that apply and be sure to attach completed and signed add/drop card.)

- Late Withdrawal** -Fill in chart below and attach completed and signed add/drop card.
- Refund for courses dropped (Fill in chart below)**
- Late Add** -Fill in chart below and attach completed and signed add/drop card. **DATE YOU BEGAN ATTENDING** \_\_\_\_\_
- Other: Please specify. Suspension and dismissal appeals require an attached letter.**

**To Process a refund, late add, or late withdrawal, please complete the section below. Requests will not be considered if information below is not provided.**

COURSE & SECTION	Course Title	Add	Drop	Last Attended	Instructor Signature (Required)
Example: ENG170	Writing Seminar		X	10/1/03	

I grant permission to all appropriate faculty and/or staff to release any information to the Academic Affairs Office or the Registrar's Office for the purposes of investigating and processing this petition. I certify that all information is presented truthfully.

\_\_\_\_\_  
Student signature \_\_\_\_\_  
Date

**In the space below or on a separate sheet of paper, please describe in detail the request you are making and the extenuating circumstances you believe justify this petition.**

For Office Use Only:  
**FINAL ACTION OF COMMITTEE:**     APPROVED     NOT APPROVED     NO JUDGMENT NEEDED

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