



ACADEMIC PETITION

The Academic Petition is designed to address **exceptional** student-initiated requests regarding academic policy. Petitions will only be accepted for academic matters occurring within the year prior to the date of this petition. Students should be aware the process could take several weeks.

Current students will receive notification of petition status through student CWC email.

Former students will receive notification of petition status through the following email: _____

Please follow the steps indicated below:

1. Complete all fields for student personal information. Local phone number must be current should we need to contact you. Your local address is required so that we may mail you a copy of the processed petition.
2. If relevant, list ALL course sections for which the petition pertains. If there are not enough rows below, please attach a print-out of your semester schedule and highlight the course sections.
3. Enter CWC ID or Social Security Number, sign and date this form.
4. State the reason for the petition, provide a detailed statement as to why you feel exception should be made to the Academic Policy and attach the necessary documentation to support the reason.

STUDENT'S NAME: _____ LOCAL PHONE _____

LOCAL ADDRESS: _____

Street

City

State

Zip

I am petitioning for an **EXCEPTION** to the Academic Policy as outlined in the current catalog.

List all course sections below that this petition pertains to:

TERM	DEPT.	COURSE NO.	SECT. NO.	COURSE TITLE
<u>SAMPLE</u> 09FALL	MATH	1000	02	Problem Solving

I am petitioning to:

_____ **DROP or WITHDRAWAL [RECEIVE A 'W' GRADE]:** Students may drop classes up to the published last day to withdraw from semester length classes. The last day to withdraw for non-semester length classes is the last day of the class.

_____ **REVERSAL OF FACULTY-INITIATED STUDENT CLASS WITHDRAWAL:** Instructors may at their option, indicate official withdrawal from a class for currently enrolled students when the student has abandoned the class.

_____ **OTHER-** Please provide a brief explanation of what you're petitioning for:

I HAVE READ THE POLICY IN THE CATALOG, AND I UNDERSTAND THE CONTENTS OF THAT PARTICULAR WRITTEN POLICY.

CWC ID # or SS#

Petitioner's Signature

Date

STATE THE REASON FOR THE PETITION AND ATTACH THE NECESSARY DOCUMENTATION TO SUPPORT THE REASON.

(Documentation may include medical information, instructor’s comments, advisor’s comments, etc.)

Lined area for writing the petition and documentation.

FOR OFFICE USE ONLY

FINANCIAL AID OFFICE:

Yes / NO = Title IV Federal Aid

Yes / NO = Other Funding

Disbursement Date: _____

Recommendation of Financial Aid Office:

Signature

Date

REGISTRAR:

Approved Date: _____

Denied Date: _____

Comments: _____

Signature

Date

VP OF ACADEMIC AFFAIRS:

Approved Date: _____

Denied Date: _____

Comments: _____

Signature

Date

DATE SENT TO STUDENT: _____

BACK DATE IF USED: _____

INITIALS of Records Staff: _____