



Office Use Only

Petition Type:
Issue (Request) Date:
Submission (Status) Date:
Term and Year:

Petition to the Academic Standards Committee

Last Name:	First Name:	UPSID:
Mailing Address: Street: _____ City: _____ State: _____ Zip: _____		
Telephone Number(s):	Email Address:	

I submit this petition to the Academic Standards Committee (ASC) requesting:

The ASC will decide my petition based on the content and merits of the evidence presented. I have attached a letter outlining the details and rationale for my request.

The ASC expects me to have reviewed my petition with my academic advisor and/or other appropriate individuals. In further support of my petition, statements have/will be provided by the following individuals:

Name: _____ Title: _____
 Name: _____ Title: _____
 Name: _____ Title: _____

My academic advisor and other individuals involved with this petition may answer questions from the ASC or the Registrar's Office regarding the issues raised in my petition and will be informed of the ASC's decision.

The outcome of this petition may have tuition and/or financial aid related implications, for which I will be responsible. Prior to the submission of this petition, I will consult with Student Financial Services regarding financial considerations that may be associated with my petition.

My signature below indicates I have read, understand, and agree to the above information.

Student's Signature: _____ Date: _____

ASC Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Table	Distribution List: _____ _____ _____ _____
Registrar's Signature _____ Date _____	

Processed Date and Initials: _____

PETITION INFORMATION SHEET

What does a student need to submit to have a complete petition that is ready to be reviewed by the ASC?

1. **Petition Cover sheet:** must be filled out completely, including listing the days/times of classes when petitioning a time conflict
2. **Personal Statement:** the personal statement is a required part of the petition. The statement should be written using all the writing skills you would use when submitting a paper in class and it is preferred to be a formally written statement vs an email. The ASC is made up of faculty, staff, and one student representative. When you petition, you are asking for a waiver of university policy, and the ASC wants to know the student takes the request seriously; you can show them you do by submitting a well written personal statement.
 - When petitioning for a **time conflict**, please answer these questions: (1) why do you need the time conflicting classes now rather than take one when it doesn't present a conflict; (2) How do you plan to manage the time conflict and make up the work missed during your absence; and (3) how will you manage this time conflict without creating a disruption amongst your classmates?
 - When petitioning for a **late add**, please explain why you were unable to add the class during the appropriate enrollment period
3. **Supporting Statements:** all petitions can benefit from supporting statements from advisors, instructors, etc. Having a supporting statement tells the ASC that your request was thought out and seen as a good idea by another party and your request is supported by them.

SUPPORTING STATEMENTS REQUIRED for: Time Conflict, Late Adds

Please note that supporting statements for Time Conflicts are required to show the instructor is aware of both the time conflict and the management plan and approves of them both