



PETITION REQUEST

AUC ID: _____ Semester: _____ Year: _____

Student Name: _____ Mobile #: _____

AUC Email Address: _____ Major: _____

Type of Request: _____

Student's
Written
Petition
(attach
additional
sheets if
necessary):

Submit the petition form in the student's own words and all relevant documentation to the Office of the Registrar. A physician report (stamped by the AUC clinic) must be attached petitions involving medical cases. Students should make copies of all submitted documents for personal files. Petition documents are **not** returned to the student. Financial and/or library holds must be cleared before submitting the petition.

Petitions are not automatically approved by the university.

Please plan accordingly.

Student Signature

Date

Recommendations:

If the case involves a specific course, the input of the instructor must be included.

Instructor's
Recommendation
(If needed):

Faculty Printed Name

Faculty Signature

Date

Recommendation
of the Registrar:

Printed Name of Registrar Officer

Office of the Registrar's Signature

Date

Recommendation
Department Chair:

Printed Department Chair's Name

Department Chair's Signature

Date

Recommendation
of School Dean:

Printed Name of Dean's Representative

School Dean's Signature

Date



Instructions for Preparing a Petition

It is to the student's advantage to submit a complete, well-documented petition. A petition must establish why the student did not use existing University procedures before the established deadline. Petitions must be in the student's own words.

Students should make copies of all submitted documents for personal files. Petition documents are **not** returned to the student.

Petitions will not be reviewed if there are any outstanding financial or library holds for the student.

When a student has not followed a University Faculty Senate policy or procedure and believes an exception to the policy may be warranted, the student may submit a petition to the Office of the Registrar for review. The university does not grant petitions automatically. Strong, documented justification must be provided to establish the circumstances that warrant a retroactive action.

Supporting Documents

Students are responsible for preparing the student request, obtaining supporting documents, and completing University forms. Along with the student's request, documentation should be provided of the circumstances that the student claims justifies an exception to University policy. Some examples are hospital records, a letter from a physician, a statement from a counselor, or court records. If the circumstances relate to a death, an obituary or death certificate should be submitted.

If the student's justification is based on a significant, prolonged medical problem and the student received care, the student can submit verification of his/her condition.

University Forms

When a form is required for an action, it is also required when this action is being requested retroactively. The appropriate University form should be completed and filed with the petition.

Improving Grade-Point Average

If a student cannot accurately document a reason that University procedures were not followed and his/her only justification for a retroactive procedure is to improve her/his grade-point average (e.g., for entry to major or scholarships), the petition will be denied.