

Academic Petition Guidelines

IMPORTANT: To Open and Fill out This Form Correctly, You Must Open and Save This Document in Adobe Reader

1. Petitions must be for cause. Explain the reason for your request. **A missed deadline does not constitute sufficient cause.**

SIGNATURES ARE REQUIRED ON ALL NECESSARY FORMS!

2. If you are petitioning to add/drop a course or overload your term schedule, the add/drop portion of this petition must be completed or the petition will not be accepted. (If the course is an Independent Study or Internship, the accompanying forms must be attached and are available in Hendren Hall) ***Overloading your term schedule WILL result in extra tuition fees.**
3. Petitions must be legible and grammatically correct.
4. Attach additional pages if needed. Supporting documentation, if applicable, must accompany this form.
5. In addition to your supporting documentation, the Petition Committee will consider, when applicable:
 - √ Grade point average
 - √ Current class schedule
 - √ Courses previously taken on transcript
 - √ Graduation Application
 - √ Advisor's comments
 - √ Instructor's comments
 - √ Timeliness of the petition
 - √ Scholarship Requirements
6. Please see the Registrar's Office if you have any questions about the Petition process.

I Understand that overloading my schedule may result in additional fees that I will be responsible to pay:

Name: _____ Signature: _____

Academic Petition

Students may use the Academic Petition to request, *for cause*, an exception to College of Idaho academic requirements or policies. **Your account must be clear of all "holds" before any changes are processed even if the Petition Committee may approve your request.**

Name: _____ Student ID#: _____ Date: _____

Phone Number: _____ Email: _____

Request & Reason (attach additional pages if needed):

Student Signature: _____

Advisor Comments:

Approved Denied Advisor Name: _____ Signature: _____
(Print) (required on each petition)

Instructor Comments (if applicable):

Approved Denied Instructor Signature: _____

OFFICE USE ONLY:

Received:

Academic Standing: _____
Graduation Application on File: Yes No
Approved: Yes No
Holds: Yes No Department: _____

Committee's Decision: Approved Not Approved Date: _____

Notes:

ADD/DROP FORM

Use this form if you are (1) seeking to add a "by permission only" course; (2) seeking to over-ride prerequisites; (3) accompanying a petition if seeking to add and or drop a course after the registration deadlines; or (4) to drop after the add/drop period with a grade of W.

Name: _____ ID#: _____

Mark any that apply: Student Athlete International VA

➤ Conflicting courses must have approval from **BOTH** instructors!

ADD COURSES							
Year	Term	Subject	Course #	Section	Title	Credits	Instructor Signature

DROP COURSES <i>(This form cannot be used to withdraw from all courses.)</i>								
Year	Term	Subject	Course #	Section	Title	Credits	Instructor Signature	Last Day of Attendance

Student Signature required:

Name: _____ Signature: _____ Date: _____

Advisor Signature required:

Name: _____ Signature: _____ Date: _____

NAIA Athletes must have Compliance Officer or Athletic Directors Signature to DROP a course:

Name: _____ Signature: _____ Date: _____

INTERNATIONAL Students must have International Student Service Coordinator Signature to DROP a course:

Name: _____ Signature: _____