

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: _____ (Print) Advisor Signature: _____ (required on each petition)

Instructor Comments (if applicable):

Approved Denied Instructor Signature: _____ (if applicable)

OFFICE USE ONLY:

Received:

Academic Standing: _____
Graduation Application on file: Yes No
Holds: Yes No Department: _____

Committee's Decision: Approved Denied Date: _____

Notes:

Student Notified by: _____ Email _____ Campus Mail _____ Date: _____ update:3/24/15 JP

Academic Petition Guidelines

1. Petitions must be for cause. Explain the reason for your request. A missed deadline does not constitute sufficient cause.
2. Petitions must be legible and grammatically correct.
3. Attach additional pages if needed. Supporting documentation, if applicable, must accompany this form.
4. 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
5. If petitioning to overload, a completed Add/Drop form must accompany the Petition Form.
6. Please see the Registrar's Office if you have any questions about the Petition process.