

WILLAMETTE UNIVERSITY
ACADEMIC PETITION

ID _____ Last Name _____ First Name _____

Year _____ Willamette Email Address _____ Major _____

I am petitioning for (complete either **A** or **B**)

A. Late change in course registration (Describe the change and term and list the specific course and section.)

B. Other change in university requirements (Describe the change)

Rationale (State clearly why you think an **exception** is appropriate in your case. Attach additional pages if necessary.)

Documentation (Provide any relevant documentation **and** a statement of support from appropriate faculty and/or staff. **If the request is for late registration or withdrawal, faculty must verify the actual beginning or ending dates of attendance.**)

Faculty/Instructor Name (please print) I support this petition yes no Faculty/Instructor Signature

Faculty/Instructor Name (please print) I support this petition yes no Faculty/Instructor Signature

Academic Advisor* Name (please print) I support this petition yes no Academic Advisor Signature

***IF YOU ARE UNABLE TO FIND YOUR ADVISOR, PLEASE ASK THE DEPARTMENT CHAIR TO SIGN**

COMMITTEE ACTION WILL BE COMMUNICATED TO YOU THROUGH YOUR WILLAMETTE EMAIL ACCOUNT

Office Use Only:

Agenda Date

Committee Action

THE ACADEMIC PETITION PROCESS

The faculty has authorized the academic status committee to determine whether student requests for exemptions or changes to university academic policies are appropriate. For example, a request for late registration or withdrawal in a course would be reviewed by this committee, as would a request to change a university requirement or to appeal a deadline or an academic status decision. Requests for waiver or substitution of requirements in major or minor are determined by the relevant academic department.

The academic status committees meet regularly during the academic year to discuss and vote on those written petitions which have been received by the Registrar and which are detailed enough to provide adequate information for review. All petitions must have supporting documentation from the relevant faculty or professional staff member of the university. A change to an entry on the academic record will not be made more than one year after the entry was created. The Committee's decisions are communicated via email to the petitioner and all correspondence relevant to the petition becomes part of the petitioner's academic record. Any appeal of the decision must be based on new information made available in writing to the Committee.

ADVICE FOR FILING PETITIONS

Explain exactly why you are requesting a change and why the change is necessary for completing graduation requirements in a timely manner. Petitions should be legible, concise and complete. Do not sacrifice neatness by cramping information into an inadequate space. If necessary, attach sheets with additional information.

Note that a firm policy has been adopted of not granting petitions to alter credit/no credit deadlines.

Furnish the Committee with all relevant information:

- a) When petitioning to add, drop, or withdraw from a course after the deadline, state the reasons why action was not taken prior to the deadline.
- b) Documentation must be provided for each request for a late drop or withdrawal from a course including last date of attendance and the circumstance which prevented a timely withdrawal.
- c) If the petition involves some complication in completing degree requirements—for example not being able to meet both major and general graduation requirement—submit a semester-by-semester listing of courses yet needed to complete the degree. Remember that minors and additional majors are not graduation requirements.

Return the completed petition to the Registrar's Office on the first floor of Waller Hall, or by email at registrar@willamette.edu.

After a petition had been filed to change a course, until the Committee has acted, continue to attend the course as though the petition had been denied.

The Committee's decision will be communicated to you via your Willamette e-mail address.