

SS# _____

Date: _____

STUDENT PETITION FORM

Student's Name: _____ Phone No.: _____

Campus Box No.: _____ Local Address: _____

Major: _____ Advisor: _____

I REQUEST THAT _____

MY REASONS ARE: _____

Signature: _____

NOTE: The Director of Academic Advising is available to provide assistance and answer questions regarding petitions to the Academic Standards Committee of the Faculty. All petitions must have the signature and comments of the student's advisor. You may also seek the support of instructors or division directors. Signatures and comments are to be entered on the back of this form.

IMPORTANT: This form must be accompanied by the attached questionnaire, and returned to the Advising Office two days prior to the regularly scheduled meeting. Please answer all questions fully so that the Committee has as much information as possible on which to base their decision.

PETITION FOR DISQUALIFIED STUDENTS ONLY

ADVISOR: APPROVE _____ DISAPPROVE _____ DATE _____
REASONS _____

(FACULTY NAME)

_____/_____
(Please print name above) Signature

INSTRUCTOR: APPROVE _____ DISAPPROVE _____ DATE _____
REASONS _____

(INSTRUCTOR'S NAME)

_____/_____
(Please print name above) Signature

DIVISION DIRECTOR: APPROVE _____ DISAPPROVE _____ DATE _____
REASONS _____

(DIRECTOR'S NAME)

_____/_____
(Please print name above) Signature

ACTIONS BY
ACADEMIC
STANDARDS:

APPROVE _____ DISAPPROVE _____ DATE _____
REASONS _____

ADDENDUM TO THE STUDENT PETITION FORM

1. Since your disqualification, have you taken any courses at another college? Were these courses taken at the suggestion of the Academic Standards Committee? List these courses and the grades received. Please attach an official transcript of this work.

2. Are there continuing problems in your life – especially any that were factors in your disqualification – which may interfere with your return to college work?

3. If you are readmitted, what has changed in your approach to college that will help you succeed this time? Be specific.

4. If you were disqualified because of a failure to meet the requirements of your major and are readmitted, would you intend to continue in that major? If yes, explain why you believe you will succeed this time. If no, what will your new major be?

5. Was lack of attendance a factor in your academic performance during the semester you were disqualified?

6. In that semester did you use the support services available to you, such as tutors? How often?

7. Who was your advisor in your last semester? How often did you meet?

8. Did you discuss your academic situation with your various instructors?

9. Did you try to resolve any of your problems by meeting with any other faculty or staff members at the College?

10. Is there anything you would like the Committee to know about before it reviews your petition?
