

Petition Form

Date of Request _____

Name _____ Student# _____ Class of _____

Name of Academic Advisor _____

Dept. of Acad. Advisor _____

Course Information and Requested Action (Please Print Clearly)

Academic Year: 20__ - 20__

Term: Semester I – Interim – Semester II – Summer I – Summer II (circle appropriate term)

Department _____ Course# _____ Section _____

Title _____

Instructor Name _____

___ Late Add ___ Graded to S/U*

___ Late Drop ___ S/U to Graded*

___ Other (Explain) _____

***Do not request instructor's signature for s/u changes. Advisor's signature required for ALL changes.**

Rationale for the Petition. Supporting documents may be attached but may not replace the rationale.

Student's Signature _____ Date _____

Instructor's support/lack of support and comments (omit if requesting graded-s/u change):

Mandatory notation if the student is petitioning for a late drop of a course:

Approximate Grade to date: _____

Last Date of Attendance ___/___/___

Instructor's Signature _____ Date _____

Advisor's Comments (please comment on the impact of action on the student's progress toward graduation) :

Advisor's Signature _____ Date _____ (Required for ALL changes.)

Petition: Late Registration Change (Revised April 2012)

Petitioning Procedures:

Please follow these procedures completely and in the order listed.

1. Read the guidelines below for petitioning, plus the appropriate entries in the *St. Olaf Academic Catalog*.
2. Complete all sections of the form, paying special attention to the rationale for your request. Supporting documents may be attached but may not replace the statement of the rationale.
3. Obtain signature(s) and comments from the appropriate individuals listed below (note that for S/U changes, the advisor's signature is required, but students should not request the signature of the course instructor).
4. Return the completed form to the Registrar's window, Tomson Hall 140.

Guidelines:

Please read these guidelines carefully before preparing a petition. Students should also read the appropriate entries in the *St. Olaf College Academic Catalog*, such as: Graduation Requirements, Grade Requirements for the Major, Graded and Ungraded Courses, Deadlines, Petitions, Adding Courses, Dropping Courses, Late Add (Courses), Late Drop (Courses), S/U Option, S/U Changes.

If a petition for a late drop is granted, a notation of W will be made on the student's transcript. The course will not be removed from the student's record. If a student is dropping a course s/he never attended, the instructor must verify lack of attendance.

The graduation requirements of the College, including general education, cannot be waived and are not subject to petition. In rare cases, upon successful petition, the foreign language requirement may be fulfilled by alternate means, but not waived. Students experiencing foreign language course difficulty should consult with their instructor, their faculty advisor, the Academic Support Center, and/or the Academic Advising Center. This petition form is not used for such petitions. Consult the Registrar.

Responsibility for meeting graduation requirements rests entirely with the student. Students must be cautious about dropping courses or making S/U changes.

The Registrar may approve or deny a student petition, or forward it directly to the Curriculum Committee. If the Registrar enters a decision, students may appeal the decision by resubmitting the petition to the Registrar, who will forward it to the Curriculum Committee. The Curriculum Committee will consider an appeal only in cases where the student has provided substantial, new information regarding the petition. Decisions of the Curriculum Committee are final.

A handling fee of up to \$50.00 will be assigned by the Registrar or by the Curriculum Committee for each approved change.

Action of the Registrar: _____ Approved _____ Denied

Fee Assigned if Approved: _____

Signature of Registrar: _____ Date: _____

Action of the Curriculum Committee (on appeal of decision of Registrar) _____ Approved _____ Denied

Fee Assigned if Approved: _____

Signature of the Curriculum Committee Chair: _____ Date: _____

Reason for the Curriculum Committee Action: _____

Office Use Only:

Date changes were made: _____

Date student was notified: _____

Date fee was billed: _____

Entered in Notes: _____

Final notation on transcript: _____ W/P
_____ W/F
_____ Drop