



Student Petition Form for Academic/Policy Review

Instruction Steps for the Student Filing this Petition Form:

STEP 1: Carefully complete the form's Student Section and electronically sign and date it. Your electronic signature certifies acceptance of responsibility for the accuracy of all information submitted on this form.

STEP 2: Email this form to the Faculty Member involved in your petition.

STEP 3: When you receive the form back with the Faculty Member section complete, email the form to your Academic Advisor.

STEP 4: When you receive the form back with the Faculty Member and Academic Advisor Sections complete, email the completed form to the Office of the University Registrar (registrar@mountunion.edu). It is your responsibility to electronically submit the form (with all sections completed by the required parties in your petition) to the Office of the University Registrar. Failure to do so will result in your petition not being reviewed.

- *This petition form is a petition for an exception to a policy related only to an academic matter*
- *The Academic Policies Committee (APC) will only consider the student's petition after the Office of the University Registrar receives the completed form, reviews it, and makes a recommendation*
- Allow at least three weeks after submission to the Office of the University Registrar for processing this petition
- For the petition to be considered during the regular semester, the completed petition form must be received by the Office of the University Registrar no later than the end of the 12th week of the semester
- During the policy review procedure, other parties who are believed to have additional information pertinent to the student's petition may be contacted

Instruction Steps for the Faculty Member Involved in the Petition: Please review the student's petition form. Comment as you feel appropriate in the Faculty Section and electronically sign and date the form. Then email the form back to the Petitioning Student.

Instruction Steps for the Student's Academic Advisor: Please review the student's petition form. Comment as you feel appropriate in the Advisor Section and electronically sign and date the form. Then email the form back to the Petitioning Student.

The Process for Academic/Policy Review (after the Petitioning Student has submitted the completed form to the Office of the University Registrar):

First, the Petitions Subcommittee of the Academic Policies Committee (APC) will review the student's petition. The Petitions Subcommittee will then make a recommendation and forward it to the APC. **Second**, the APC will review both the petition and the recommendation. After careful consideration and deliberation, the APC will then render the final decision/outcome. **Third**, the APC's final decision/outcome will be communicated in writing to the student by the Office of the University Registrar and will become a part of the student's official academic record.

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Student Section: Complete this section of the form and electronically sign and date. *Refer to the Instruction Steps on the cover page of this form.*

Student's Name

Student ID #

What is Your Petition? *Provide a concise statement.*

What is the Rationale for Your Petition? *Describe and provide a complete explanation.*

Student's Signature: _____ Date: _____

Your Academic Advisor's Name: _____

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Faculty Member Section (Please complete this section of the form, electronically sign and date, and email back to the Petitioning Student).

Recommendation: *Please select one.*

I **Support** the Student's Petition

I **Do NOT Support** the Student's Petition

Please comment on this student's petition as you feel appropriate.

Faculty Name (please print): _____

Email: _____@mountunion.edu Campus Phone: _____

Faculty Signature: _____ Date: _____

Academic Advisor Section (Please complete this section of the form, electronically sign and date, and email back to the Petitioning Student).

Recommendation: *Please select one.*

I **Support** the Student's Petition

I **Do NOT Support** the Student's Petition

Please comment on this student's petition as you feel appropriate.

Email: _____@mountunion.edu Campus Phone: _____

Advisor's Name (please print): _____

Advisor's Signature: _____ Date: _____