



Academic Petition Form

Rev. 7/2021 masters.edu/registrar | registrar@masters.edu

An academic petition may be submitted to request changes to program requirements or to request an exception to academic policy. In all cases, students must consult with their faculty advisor prior to submitting a petition. Extenuating circumstances must be accounted for to warrant consideration for the petition. Below, please describe the request, making specific reference to the academic catalog policy addressed (if appropriate), and a description of the extenuating circumstances. Additional supporting materials may be attached to this petition.

Student Name: _____ Program (Trad, OLP, etc.): _____

ID #: _____ Entrance Year: _____

Advisor: _____ Date: _____

Exception (please check one):

- Graduation Requirements
- Retroactive Withdrawal
- Missed a Posted Deadline (i.e., Late Add)
- Transfer Credit

Other: _____

Substitution:

(Requirement Course): _____

(Substitute Course): _____

Please Explain

PLEASE NOTE: This form will be evaluated by the appropriate individuals. If the student wishes to appeal the decision, the provost will review and take appropriate action.

Signatures:

Advisor: _____	Approved	Denied
Chair: _____	Approved	Denied
Dean: _____	Approved	Denied
Registrar: _____	Approved	Denied
Provost: _____	Approved	Denied

Please submit completed form to the Office of the Registrar.

REGISTRAR USE ONLY

Approved/Denied: _____

Date: _____
Initials: _____

Action taken by Registrar's Office: _____