

Undergraduate Petition to Academic Standards & Policies Committee

Students should complete this form for requests of exceptions to policies and/or deadlines. Students are encouraged to submit requests early to ensure decisions are rendered in a timely manner. Decisions on petitions submitted in the summer may be delayed until the committee reconvenes in the Fall semester. Students and/or faculty may provide supplemental documentation for review, including explanations if the space on the form is not sufficient. This completed form and additional documentation should be emailed to registrar@hood.edu.

Name _____ Student ID# _____

Expected Grad Date (MM/YY) _____ Student Hood Email _____

Advisor Name _____ Major _____

Choose one of the following requests to be made:

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| <input type="checkbox"/> Core Requirement Exception | <input type="checkbox"/> Course W/D After Deadline | <input type="checkbox"/> Credit Overload for Term |
| <input type="checkbox"/> Grade Appeal | <input type="checkbox"/> INC After Deadline | <input type="checkbox"/> Repeat Course |
| <input type="checkbox"/> Schedule Overlap Conflict | <input type="checkbox"/> Transfer Credit Over Max | <input type="checkbox"/> Transfer w/in Last 30 Credits |
| <input type="checkbox"/> Other (please explain): _____ | | |

Reason for request (be as detailed as you can to ensure the committee has all the relevant information to render a decision.):

<p>FACULTY SECTION</p> <p>Advisor Signature (required for all requests): _____ Date: _____</p> <p><input type="checkbox"/> Support <input type="checkbox"/> Do Not Support Please explain: _____</p> <p>Dept. Chair Signature – Required for the following: Grade appeals, Substitutions/allowances for programs of study, repeat course Signature: _____ Date: _____</p> <p><input type="checkbox"/> Support <input type="checkbox"/> Do Not Support Please explain: _____</p> <p>Instructor Signature – Required for the following: Grade appeals, INC or W/D after deadlines, schedule overlap conflict (signatures of both instructors required). Instructor(s) Name(s): _____</p> <p>Signature(s): _____ Date: _____</p> <p><input type="checkbox"/> Support <input type="checkbox"/> Do Not Support Please explain: _____</p>

<p>AS&P ACTION</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Decision & explanation will be provided in an email to the student and faculty</p> <p>Registrar Signature _____ Date: _____</p>
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Approval is predicated on the situation outlined in this petition. Should the circumstances that warranted this decision change, the approval is nullified.