



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 together to registrar@hood.edu.

Name: _____

Student ID#: _____

Expected Grad Date: _____

Student Email: _____

Advisor Name: _____

Major(s): _____

Choose one of the following requests to be made:

_____ Core Requirement Exception

_____ Course W/D After Deadline

_____ Credit Overload for Term

_____ Grade Appeal

_____ INC After Deadline

_____ Repeat Course

_____ Schedule Overlap Conflict

_____ Transfer Credit Over Max

_____ Transfer w/in Last 30 Credits

_____ Other (please explain):

Attach documentation explaining reason for request:

(be as detailed as you can to ensure the committee has all the relevant information to render a decision)

FACULTY SECTION:

Advisor Signature (required for all requests): _____ Date: _____

_____ Support _____ Do Not Support Please explain:

Dept. Chair Signature – Required for the following: Grade appeals, Substitutions/allowances for programs of study, repeat course

Signature: _____ Date: _____

_____ Support _____ Do Not Support Please explain:

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):** _____

Signature(s): _____ Date: _____

_____ Support _____ Do Not Support Please explain:

AS&P ACTION: *Decision & explanation will be provided in an email to the student and advisor*

_____ Approved _____ Not Approved

Registrar Signature: _____ Date: _____

Approval is predicated on the situation outlined in this petition. Should the circumstances that warranted this decision change, the approval is nullified.