

# FITCHBURG STATE COLLEGE

## STUDENT PETITION

This form is to be used by students for requests of exceptions to policy and academic regulation due to extenuating circumstances only. Submit completed petition forms to the appropriate Dean's office. Please read instructions on the back of this sheet.

**Petitions submitted without required supporting signatures will be returned to the student.**

Student Name (print): \_\_\_\_\_ Student ID# : @ \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_

Degree, Major(s): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Enrollment Status (check one):  Graduate  Evening Undergraduate  Day Undergraduate  Certificate  Non-Degree

**Please be aware that if you drop below full-time status, it may affect your health insurance or financial aid eligibility.**

If a course is involved, include course information below:

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_ CRN: \_\_\_\_\_ Semester/Year Taken: \_\_\_\_\_

**Brief statement of request** (what you wish the college to consider or approve):

**Reason(s) to support this request** (attach a separate sheet and any supporting documents when necessary/applicable):

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation of Advisor:**  Support  Do Not Support

Comments: \_\_\_\_\_

Advisor Name (please print): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation of Instructor** (if applicable):  Support  Do Not Support

Comments: \_\_\_\_\_

Instructor Name (please print): \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation of Graduate Program Chair or Undergraduate Program Manager** (if applicable):  Support  Do Not Support

Comments: \_\_\_\_\_

Chair/Manager Name (please print): \_\_\_\_\_

Chair Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation of Department Chair:**  Support  Do Not Support

Comments: \_\_\_\_\_

Department Chair Name (please print): \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Decision of Dean:**  Approved  Not Approved

Comments: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PETITION INSTRUCTIONS

1. This form is to be used by students for requests of exceptions to policy and academic regulation due to extenuating circumstances only. Examples include late course adds and drops, extension of time to complete the degree (graduate students only), extension of time to complete an incomplete (IN) grade, and curriculum modifications. It should not be used for transfer credit approval or withdrawal from the college as there are other forms for these actions.
2. Provide clear and concise statements for what is being requested along with rationale.
3. Please completely fill out this petition in consultation with your advisor, sign it, and obtain the required signatures before submitting to the appropriate Dean's office identified below.
4. Once a decision is made by the appropriate Dean and the action processed by the Registrar's Office, a copy of the form will be mailed to the address you provide on the front of this form.
5. Petitions not filled out completely or without all the appropriate signatures will not be considered by the Dean and will be returned to you.

---

### **Dean of Education—McKay Building**

Teacher Licensure and Curricular Issues for Undergraduate Day, Graduate and Extended Campus **Education** students and courses.

- Course overloads
- Substitution of LAS requirement
- Repeat course with grade of 1.0 or 1.5
- Receive Undergraduate credit for a Graduate course
- Request for Undergraduate student to take a Graduate course
- Late drop/add for Day Education classes
- Late course withdrawal for education students
- Request to waive course requirement for education majors
- Extension of incomplete grade for education courses
- Request to apply a Graduate course to an Undergraduate Education degree
- Extension of six year limit to complete the degree (graduate education students only)

---

### **Dean of Graduate and Continuing Education—Sanders Administration Building**

Policy Issues for Undergraduate Evening, Graduate and Extended Campus students.

- Late drop/add
- Refund/Reverse Charges for evening, graduate and extended campus courses
- Late withdrawal
- Extension of incomplete grade
- Readmit after dismissal

---

### **Dean of Student and Academic Life—Hammond Building**

Issues for Undergraduate (excluding only Education) students.

- Course overloads
- Substitution of LAS requirement
- Repeat course with grade of 1.0 or 1.5
- Request to apply a Graduate course to an Undergraduate degree
- Request for Undergraduate student to take a Graduate course
- Late drop/add
- Tuition Reimbursement policy requests
- Request to waive course requirement
- Extension of incomplete grade

---

### **Associate Dean of Graduate and Continuing Education (or Designee)—Sanders Administration Building**

Curricular Issues for Graduate students (excluding Education majors).

- Extension of six year limit to complete the degree
- Request to waive course requirement

---

### **Associate Vice President, Academic Affairs—Sanders Administration Building**

- Undergraduate day student taking evening course as part of load