



# Academic Petition

This form should only be used for the academic reasons listed below. Other forms exist for course substitution, grade changes, financial adjustments, housing, or admissions. Requirements for degrees and for participation in commencement may not be petitioned. Check the university web site for a complete list of [non-petitionable policies](#). Please attach documentation. Program advisor portion must be completed prior to submission. Late fee may be assessed.

## Student

Major/Program:

Program type:--Select One:  Traditional Undergraduate  Degree Completion Program  Graduate Program  Seminary

Last Name		First Name		Middle Name		Maiden/Former Name	
FPU ID or SSN		Birth Date		Day Phone		Cell Phone	
FPU Email Address							
Mailing Address				City		State	Zip

## Request: (Choose one.)

- Late add
- Late drop (no grade)
- Late withdrawal (W grade)
- The incomplete policy
- Other

What are you petitioning for? (Include specifics: course name & numbers, dates, semesters, etc.)

State why you believe this policy should be waived. Attach page if needed. Attach documentation that substantiates your circumstances.

Student Initials

I understand that a non-refundable fee of \$50 will be added to my student account for each item on this form. (Note: Forms without student initials will be returned.)

Student Signature and Date

## Program Advisor

Name of Program Advisor	What evidence can you contribute to the merit of the request? (Attach page if needed.)
Program Advisor Signature and Date	

## Academic Decision

- Approved
- Denied

Academic Decision Comments

## Consequential Financial Decision

- Approved
- Denied

Financial Decision Comments

Financial decision by:

## Decision by:

- Undergraduate Appeals Committee
- Graduate Appeals Committee
- Registrar's Office

Decision Date

8.29.16

Office Use Only	
Center date rec'd	Student notified
RO rec'd by/date	Date Processed/Billed
ID #	Fee \$