

Bethany Lutheran College

Academic Petition

Academic Petitions are expected only in extraordinary circumstances.

TO BE COMPLETED BY THE STUDENT: State clearly and concisely what change you are requesting. Present relevant facts and be sure to provide your reasons for the change. Consult with your advisor to be sure the petition is clear and complete. After you have obtained your advisor's and division chair's approval, take this form to the Registrar's Office.

Name

Student Number

I respectfully petition the faculty to...

My reasons are...

(continue on back or separate sheet)

ADVISOR SUPPORT AND COMMENTS: This application is incomplete without a statement from the advisor explaining why it should be approved.

Advisor Signature (APPROVAL)

Date

DIVISION CHAIR ACTION: please check one of the boxes, and take appropriate action. Then sign if approving.

- This situation suggests the need for a change in our Department's policy. I will inform the Academic Dean.
- This situation suggests the need for a change in the Catalog. I will inform the Registrar.
- We prefer that situations like this continue to be dealt with on a case by case basis via Academic Petitions.
- This situation is a rare anomaly, and requires no further attention.

Division Chair Signature (APPROVAL)

Date

REGISTRAR APPROVAL:

Signature

Date

ACADEMIC DEAN APPROVAL:

Signature

Date