

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

Catalog Year

Student Number

Expected Graduation Year

☐ Fall ☐ Spring

I respectfully petition the faculty to...

My reasons are...

Student Signature:

Date:

ADVISOR SUPPORT/COMMENTS:

____ APPROVED ____ NOT APPROVED

Advisor (Printed): _____

Advisor Signature: _____

Date:

DIVISION CHAIR THAT OVERSEES THE ACADEMIC AREA BEING PETITIONED: ____ APPROVED ____ NOT APPROVED

Please check one of the following, and take appropriate action.

- ☐ 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 (Printed): _____

Division Chair Signature: _____

Date:

REGISTRAR:

APPROVED

NOT APPROVED

Signature:

Date:

VICE PRESIDENT OF ACADEMIC AFFAIRS:

____ APPROVED ____ NOT APPROVED

Signature:

Date: