

Petition to Subcommittee on Academic Standards
For an
Exception to Academic Policy or a Deadline
(Complete this form and return to asc@dickinson.edu)

NOTE: Petitions are for those RARE instances when an event such as illness or family emergency prevented you from meeting a policy or deadline.

1. Your Name and anticipated Graduation Year

Include your full name and the class year currently recorded for you in Banner.

2. The rule, regulation or deadline to which you are requesting an exception. Please copy the full text from the Bulletin or other source (cite your source appropriately).

Include the exact text of the regulation, rule, etc that is printed in the on-line Bulletin.

<http://www.dickinson.edu/academics/resources/bulletin/Academic-Policies-and-Procedures/>

If you are requesting an extension to the deadline, include the date.

3. The action you wish the Subcommittee to take:

Briefly and specifically indicate the outcome you desire. The outcome should directly relate the information you reference in #2 above.

4. Provide in list form the dates and associated actions or events that are relevant to your request.

Date Action taken

Date Event

Date Action taken

Date Action taken

Date Event

5. Based on the dates and associated actions provided in #4, why would it be reasonable to make an exception for you? (**NOTE: Petitions are for those RARE instances when an event such as illness or family emergency prevented you from meeting a policy or deadline.**)

Include here all of the relevant reasons why an exception should be granted for you. You need to state why upholding the regulation creates a hardship for you. If you are requesting an extension to a deadline, you must include why you missed the deadline. Include any relevant documentation that supports your argument. Dates when events occur are essential for the Subcommittee and must be included.

6. List the names of those persons who will be responding to your statement and their role in your situation (i.e., advisor, college dean, professor, etc). **NOTE: Your academic advisor(s) must always respond.**

You must always ask your advisor to respond.

If you are asking for a change to registration in a specific course, the professor of that course must respond. Responses from family members, roommates, and/or friends are not permitted.

It is your responsibility:

- to provide every respondent with a copy of your petition and to discuss it with them so that they are fully informed.
- to ask them to respond to the petition. NOTE: A response is required and does not guarantee the respondent's support for your petition.
- to inform remind them to email the response to asc@dickinson.edu.

Form revised 9/4/14