

## PETITION FOR AN EXCEPTION TO AN ACADEMIC POLICY OR REQUIREMENT

A petition process exists in order for students to request an exception to an academic policy or requirement. All petitions must be submitted to the Registrar's Office. The petition will be reviewed with pertinent members of the faculty or administration. The student will be notified in writing when a decision has been made. In order for a petition to be considered, students must:

1. Complete the petition form below and articulate clearly what is being requested and why the request is being made. *Petitions must be typed in a standard font and focus solely on the pertinent issues that led to the petition.*
2. Submit documentation in support of the petition. *Most petitions cannot be considered without supporting documentation and the academic advisor's endorsement. Students are responsible for submitting this information at the time the petition is submitted. Petitions that lack the appropriate documentation will not be considered. False or fraudulent document could warrant judicial sanction.*
3. Submit petitions and supporting documentation electronically to the Heidi Deitz, Academic Records Coordinator, at [registrar@lvc.edu](mailto:registrar@lvc.edu).

Name: \_\_\_\_\_  
Last First Middle

Student ID \_\_\_\_\_ Email address: \_\_\_\_\_

Advisor: \_\_\_\_\_ Major: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_

**I. State clearly and succinctly the purpose of your petition—i.e. Specifically what are you requesting?**

**II. Provide a rationale for this request—i.e. Why do you believe this request should be approved?** Your rationale should be compelling enough to justify an exception to a policy. Supporting documentation should accompany this request.