



This form is to be used by students to request variations from stated academic policies and procedures. *To petition to withdraw from a course after the deadline, please use the "Petition to Withdraw After the Deadline" form.* Otherwise, please state your request fully, and obtain a recommendation from your academic instructor and advisor or other official, if pertinent. **Return petition to the Registrar's Office for appropriate action. You will be sent a copy of this petition indicating the Committee's decision. Do not assume a petition will be approved. The petition process is not complete until you have received a decision in writing.**

PART 1: To be completed by the STUDENT *(complete section, then print, sign, and obtain recommendations)*

Student email	<input type="text"/>	@gordon.edu	ID	<input type="text"/>
Cell	<input type="text"/>		Major(s)	<input type="text"/>
Current class	<input type="text"/>			

I am asking to:

I am asking for this exception because: *(What is the rationale to justify this petition?)*

Student's Signature

Date

PART 2: To be completed by the INSTRUCTOR *(write on back if more space is needed)*

Recommend Do not recommend Comments appear below Comments will be sent separately

Instructor's Signature

Date

PART 3: To be completed by the ADVISOR *(write on back if more space is needed)*

Recommend Do not recommend Comments appear below Comments will be sent separately

Advisor's Signature

Date

PART 4: To be completed by the REGISTRAR'S OFFICE

- Approved
 - Your enrollment has been changed to reflect your request. Student Accounts will adjust your tuition as applicable.
 - Fees resulting from petition: _____
 - Please see stipulation/explanation below
- Denied - Please see explanation below

Registrar's Office Signature

Title

Date