



Academic Petition Form
(SEE DIRECTIONS ON REVERSE SIDE)

REGISTRAR'S OFFICE • Jackman Hall #328
158 Harmon Drive, Northfield, VT 05663
Phone: (802) 485-2035 • Fax: (802) 485-2042
registrar@norwich.edu • www.norwich.edu/registrar

PART I: Student and Request Information

Name: _____ #: _____
(Please PRINT) Last First MI (Include A00 above)

NU Box/Mailing: _____ Semester/Year of action: _____

Phone: (____) ____-____ Major and Minor: _____ Email: _____

Check the box for the specific action you are requesting:

- | | | |
|---|---|--|
| <input type="checkbox"/> Late Drop (subj #) _____ | <input type="checkbox"/> Late Total Withdrawal | <input type="checkbox"/> Gen-Ed Substitution |
| <input type="checkbox"/> Late Add (subj #) _____ | <input type="checkbox"/> Extend Incomplete deadlines | <input type="checkbox"/> Participation in Extra-Curricular Activities on probation |
| <input type="checkbox"/> Late Withdraw (subj #) _____ | <input type="checkbox"/> Exceed Credit Limit on Probation | |
| <input type="checkbox"/> Miscellaneous: _____ | <input type="checkbox"/> Transfer Credit Exceptions | |

Student's Signature: _____ Date: _____

Part II: Recommendations

Advisor Recommendation: _____

Advisor Name (Please Print) Advisor Signature Date

<input type="checkbox"/> Approve
<input type="checkbox"/> Deny

Instructor Recommendation: _____

Instructor Name (Please Print) Instructor Signature Date

<input type="checkbox"/> Approve
<input type="checkbox"/> Deny

Dept. Chair Recommendation: _____

Chair Name (Please Print) Chair Signature Date

<input type="checkbox"/> Approve
<input type="checkbox"/> Deny

Dean Recommendation: _____

Dean Name (Please Print) Dean Signature Date

<input type="checkbox"/> Approve
<input type="checkbox"/> Deny

Part III: Late Adds Require Bursar Approval

Bursar Clearance: _____ Approve Deny

Bursar's Staff Printed Name Bursar's Staff Signature Date

Part III: CASD Decision

CASD Chair: _____

CASD Chair Name (Please Print) CASD Chair Name Signature Date

<input type="checkbox"/> Conditional Approval
<input type="checkbox"/> Approve
<input type="checkbox"/> Deny

ACTION	SIGNATURES REQUIRED
Late Add	• Student, Advisor, Course Instructor, Bursar, Department Chair offering course and Course College Dean
Late Drop or Late Withdrawal	• Student, Advisor, Course Instructor, Department Chair offering course and Course College Dean
Late Total Withdrawal (a grade of W will appear on transcript for each course)	• Student, Student Advisor, Course Chair/Director, Course Instructor, Student's Major Chair/Director and Student's Major College Dean
General Education or BA Requirement Waiver/Substitution	• Student, Student Advisor, Course Instructor, Course Chair/Director and Student's Major College Dean
Extension for Incomplete	• Student, Student Advisor and Course Instructor
Participate in Extra-Curricular Activities while on Probation	• Student and Student Advisor. Separately the Coach/Activity Advisor and the Academic Achievement Center (AAC) Advisor must write a recommendation letter
Transfer Credit Exception	• Student, Student Advisor, Course Chair/Director and Student's Major Chair/Director
Miscellaneous	• Student, Student Advisor, Student's Major Chair/Director and Student's Major College Dean
Exceed Credit Limit on Probation	• Student, Student Advisor, AAC Advisor, Student's Major Chair/Director and Student's Major College Dean

Directions for All Petitions:

1. Pick up a Petition Form from the Registrar's Office, or print via www.norwich.edu/academics/registrar.
2. Complete Part I of the form, including checking the box for the desired action.
 - a. Attach a typed, signed and dated letter documenting exactly the action you are requesting.
 - b. Provide typed, sufficient, well written and clear justification for an action that falls outside academic policies & regulations or normal university processing . Include as much detail as possible regarding your request. Note CRN's, course subject, number and section. *****THE PETITION WILL NOT BE ACCEPTED IF the petition AND letter are not signed by ALL individuals who must sign the petition as listed above.*****
3. Attach documentation to support your request - Sign and date all attachments.
 - a. Meet with the approving entities to secure required signatures (see chart below) and recommendations. You should hand-carry this form to each of these people and then to the Registrar's Office to guarantee delivery.
 - b. Do not expect any of the above individuals to immediately sign your petition. Some may request that you leave the petition with them for review.
4. The Registrar's Office will notify students and their advisors via email of the CASD's decision within two business days from the meeting

Petition Forms are due in the Registrar's Office by 12:00 noon on Wednesdays.

Petition Appeal Process If you do not agree with the decision the of CASD you may appeal to the office of the Senior Vice President of Academic Affairs (SVPAA). To appeal send an email to VPAA@norwich.edu requesting the appeal. The decision by the SVPAA is final.