

Academic Standards Committee Petition

Used to formally request an exception to an undergraduate NDNU policy, based on demonstrated need.



PAGE ONE: TO BE COMPLETED BY THE STUDENT

Bachelor's Master's PhD

Division

NDNU ID #

Last Name

First Name

Middle Initial

Street Address

City, State

Zipcode

Cell Phone Number

Home Phone Number

Email

Procedure

1. Meet with your Academic Advisor.
2. Complete page one of this petition form.
3. Submit the petition to your Advisor or designee to complete page two.
4. Pick up the completed petition from the advisor, and return it to the Office of the Registrar.
5. A decision will be made by the Registrar or by the Undergraduate or Graduate Standards Committee, depending upon the nature of the petition. The Office of the Registrar will notify the student of the results by mail within one week of the decision.

Nature of Petition

TOPIC	SPECIFIC REQUEST
<input type="checkbox"/> Break residency <input type="checkbox"/> Course substitution <input type="checkbox"/> Course waiver <input type="checkbox"/> Grade Change <input type="checkbox"/> Late Withdrawal <input type="checkbox"/> Seven Year Limit <input type="checkbox"/> Time Extension <i>Original deadline:</i> <i>New deadline:</i> <input type="checkbox"/> Other:	In your own words. <i>I want to:</i>

Rationale

Explain in detail below why the petition should be granted, or attach a letter of explanation. Attach rationale as well as all supporting documentation for the petition. You may attach additional materials. Only notes from a physician or psychologist/psychiatrist will be considered for health issues.

Student Signature

Date

NEXT STEP: ADVISOR COMPLETES PAGE TWO

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PAGE TWO: TO BE COMPLETED BY ADVISOR

Name of Advisor / Program Director / Designee (print)

Position

Student Last Name

First Name

Student ID #

Procedure

1. Complete and sign the petition form.
2. Return the form to the student within 5 days of receipt.
3. The student is responsible for submitting the petition to the Office of the Registrar.
4. A decision will be made by the Registrar or by the Undergraduate Standards Committee, depending upon the nature of the petition.
The student will be notified of the results by mail within one week of the decision.

Rationale

Describe in detail why you are recommending that this petition be granted. What will your role be in the process of completion of work?

By signing this form, I am indicating that I have attempted to resolve the issue described in the petition, and recommend that this petition be granted.

NOTE TO ADVISOR: The student *must* pick up the form from the advisor and submit it to the Office of the Registrar; the Advisor may not. This is to ensure there is one person and only one person responsible for returning the form, and initiating the review process.

Advisor Signature

Date