

CONNECTICUT COLLEGE PETITION TO THE COMMITTEE ON ACADEMIC STANDING

SEE REVERSE FOR INSTRUCTIONS AND REQUIRED SIGNATURES

Student Name _____ Class Year: _____
Last First

Camel ID: _____ Email: _____

For details about Connecticut College Academic Regulations and Degree Requirements, refer to
<http://www.conncoll.edu/academics/registrar/academic-regulations/>

- Statement of Student** Briefly state the nature of this petition and your reasons for requesting an exception to standard academic practice. If additional space is required, you may write on the back of this form. Attach supporting documentation and include details (dates, course numbers, faculty names, etc.). In the event that you are not on campus, you may send your statement via email to your dean with prior approval. **This statement is REQUIRED in order for the petition to be heard.**

Student Signature

Date

- Statement of Instructor** A statement from the instructor confirming dates of attendance (or non-attendance) is required in cases involving course enrollment (such as late deletion/late withdrawal).

If appropriate, please indicate below the course from which you are petitioning for a late delete or withdrawal.

DEPT	COURSE #	SECTION	TITLE	ACTION (circle one)
				Late Delete Late Withdraw
				Late Delete Late Withdraw

The Committee on Academic Standing (CAS) will not consider petitions which have not been discussed with the relevant instructors, advisers, chairs, and deans, and which lack their signatures
 SEE REVERSE FOR INFORMATION ABOUT REQUIRED SIGNATURES

	SIGNATURE	PRINTED NAME	RECOMMEND (R) or DISAPPROVE (D)	DATE
Instructor				
Faculty Adviser				
Dept/Program Chair				
Office of Accessibility				
Class Dean				

Petition Process - Instructions

Students requesting an exception to standard academic practice must submit a petition form to the Committee on Academic Standing. A statement by the student is required.

Any student who wishes to submit a petition should make an appointment to speak with their class dean about the process.

Requires signatures of class dean and adviser, and signature and statement of instructor:

- Late Voluntary Withdrawal from a course
- Late deletion of course, with extenuating circumstances
- Retroactive course change (previous semester), with extenuating circumstances

Requires signatures of class dean, adviser, and chair of department/MOI consultants:

- Using two courses from the same department to satisfy two different areas of GE
- Satisfaction of any GE/Connections requirement with a course taken while on study away
- Satisfaction of any GE/Connections requirement with a course not approved for that area/mode

Requires signatures of class dean, major department chair, and adviser:

- Completion of degree requirements in three years
- Completion of degree requirements elsewhere

Requires signatures of class dean, adviser, and Student Accessibility Services:

- Reduced program of study
- Variation in general education/Connections requirements due to disability

Students wishing to take a course while on study away during the Winter Session must submit a Transfer Credit Application form in lieu of the petition form: <http://www.conncoll.edu/academics/registrar/transfer-credit/>