

ACADEMIC PETITION PROCESS FOR STUDENTS

1. Meet with an academic advisor to discuss why you believe a petition is warranted. If warranted, you will be given a petition form requiring your statement and university signatures.

NOTE: Based on your stated reasons, your documentation, and the university's standards for appeals, signatories will indicate on the petition, "Do Not Recommend" or "Recommend."

2. Include all relevant data such as semester and year, course name, course number, CRN, etc.
3. For transfer equivalency requests, include a copy of the course description from the relevant school and from the appropriate catalog year. Include the course prefix, course number, and course title that match the course being petitioned. *Sample statement: Please review/consider ZEA 213 from Ohio State University as equivalent to ANTH 2208 (or, Goal X) at Idaho State University.*
4. Include relevant dates.
5. Attach documentation.
6. Meet with instructor or advisor for first signature.
7. If you live out of town, you may request a phone appointment with an advisor to discuss your situation and afterwards, a petition will be mailed to you. Return it with documentation to:

*Idaho State University
1784 Science Center Drive
Idaho Falls, Idaho 83402*

*Idaho State University
921 South 8th Avenue
Pocatello, Idaho 83201*

Statement

On the Undergraduate Petition form (or attach a separate page), identify which ISU policy you are petitioning to be allowed to deviate from. Include a description of the circumstances and reasons for your petition. Include relevant dates. Which policy are you petitioning? Why were you unable to comply with university deadlines and/or policies? When did the issue in question occur? How long will the issue be a concern?

Documentation

You must substantiate your statement with letters of support on letterhead from a professional who can confirm the claims made. *For example, if petitioning to withdraw from Idaho State University after the withdrawal deadline because of injuries sustained in a car accident, obtain a letter from your physician on letterhead that includes dates of treatment, length of recovery, or other relevant support for your claim.*

Submission

Once you have completed your statement, obtained signatures, obtained documentation, meet with an instructor or advisor for final review and submission to next signatory. You will be informed of the petition result by mail.

Examples of inappropriate or unacceptable reasons (generally) to deviate from university policy

<ul style="list-style-type: none"> -worked too many hours; changed work schedule -lost job -lost child care -unreliable transportation -missed the deadline to W/D (particularly if midterm grades were X or below C-) -missed too much class due to family responsibilities -requesting withdrawal from one course, but not all, because of medical reasons. 	<ul style="list-style-type: none"> -encountered computer issues (BengalWeb, Banner, Moodle, or registration "glitch"). -encountered registration holds (financial, advising, athletic, etc.) -misunderstood or didn't know about the policy -forgot to drop a class -forgot to attend a class -will fail a class -don't need the course
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