



**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

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II: Recommendations**

**Advisor Recommendation:** \_\_\_\_\_

☐ Approve  
☐ Deny

Advisor Name (Please Print) \_\_\_\_\_ Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor Recommendation:** \_\_\_\_\_

☐ Approve  
☐ Deny

Instructor Name (Please Print) \_\_\_\_\_ Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dept. Chair Recommendation:** \_\_\_\_\_

☐ Approve  
☐ Deny

Chair Name (Please Print) \_\_\_\_\_ Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dean Recommendation:** \_\_\_\_\_

☐ Approve  
☐ Deny

Dean Name (Please Print) \_\_\_\_\_ Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

**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**

**CADS Chair:** \_\_\_\_\_

☐ Conditional  
Approval  
☐ Approve  
☐ Deny

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

## Academic Petition Form Instructions

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
Reinstatement after Academic Dismissal	• Student, Advisor, Student's Major Chair/Director, Dean of Students/Commadant (as instructor) and Bursar's Office. Also requires recommendation letter from AAC Advisor
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:

- Pick up a Petition Form from the Registrar's Office, or print via [www.norwich.edu/academics/registrar](http://www.norwich.edu/academics/registrar).
- Complete Part I of the form, including checking the box for the desired action.
  - Attach a typed, signed and dated letter documenting exactly the action you are requesting.
  - 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.\*\*\***
- Attach documentation to support your request - Sign and date all attachments.
  - 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.
  - 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.
- 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.**

### **Readmission Petitions:**

- Students dismissed for an unsatisfactory academic or disciplinary record may apply for readmission after a six-month period of separation. For academic dismissals, an application for readmission form requesting re-admission is submitted to the Registrar's Office at least three weeks before semester starts. The readmission decision by the Committee on Academic Standing and Degrees (CASD) is based on the provided evidence. Students who are readmitted, after having been dismissed for academic reasons may have limited eligibility for federal financial aid.
- Students who attended an NU summer session since his/her suspension and have raised his/her cumulative GPA to 2.0, can be re-admitted without petitioning. If the cumulative GPA remains below 2.0 after summer session, a petition to be readmitted required.

**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 (SVPA). To appeal send an email to [VPAA@norwich.edu](mailto:VPAA@norwich.edu) requesting the appeal. The decision by the SVPA is final.