PETITION FOR THE APPEAL OF A VCSU POLICY

In order to assist the committee to arrive at an equitable and just decision, the petitioner should present all pertinent information in parts I, II, III and IV in a clear and precise manner and return this petition to the Office of Graduate Studies & Research by fax, email, or mail.

I. CURRENT MAILING ADDRESS & PHONE

Name

Address

City, State Zip

Phone

Student ID Number

Email Address

II. BASIC DATA

Date

Advisor

Total Credits Earned

III. PURPOSE OF PETITION

☐ Late Add of Course(s)

☐ Late Add & Drop from Course(s)

☐ Overload Request

☐ Withdrawal from the University

☐ Late Drop from Course(s)

☐ Other:

IV. RATIONALE FOR APPEAL

Office Use Only

V. ADVISOR AND PROFESSOR RECOMMENDATIONS

Advisor

☐ Approve

☐ Disapprove

Professor

☐ Approve

☐ Disapprove

VI. GRADUATE COUNCIL OR DIRECTOR ACTION

☐ Approve

☐ Disapprove

Date

VII. COMMITTEE OR VPAA ACTION

☐ Approve

☐ Disapprove

Date

Committee Chair or VPAA Signature

Date

Modified 08.14.09