




M E M O R A N D U M

TO: THE COLLEGE COMMUNITY  
FROM: CLIFFORD S. PETERSON, PRESIDENT   
SUBJECT: REVISED STUDENT PETITION PROCESS  
DATE: DECEMBER 9, 1991

The following revised Student Petition Process for students seeking either readmission or an exception to programmatic graduation requirements becomes, upon the recommendation of the All-College Council, effective immediately:

Student Petition Process

A student petition may be initiated by a student seeking either readmission to the College, readmission to a program, or an exception to a graduation requirement. The petition will be considered in the following manner:

- 1 - the student obtains a petition form from the Registrar's Office and is informed that they may obtain assistance in completing the form from the Advising Center if they wish and that the completed form should be returned to the Registrar's Office;
- 2 - when returned to the Registrar's Office, it will be date-stamped received and forwarded immediately to the appropriate Assistant/Associate Dean;
- 3 - the Assistant/Associate Dean meets with the student's advisor and program coordinator to reach a joint recommendation to the Academic Dean;
- 4 - the Academic Dean approves the petition and so notifies the student in writing (copies to Assistant/Associate Dean, Program Coordinator, Advisor, and Registrar) or states his reasons for not doing so to the Assistant/Associate Dean;
  - a. If not approved, the Assistant/Associate Dean again meets with the student's advisor and program coordinator to review the Dean's rationale and make a second recommendation to the Academic Dean;
  - b. The Academic Dean makes a final decision to approve or disapprove and so notifies the student in writing (copies to Assistant/Associate Dean, Program Coordinator, Advisor, and Registrar).

Each step of the process will be concluded as expeditiously as possible so that the student receives a decision within two weeks, if at all possible. If the advisor and/or program coordinator are not able to meet with the Assistant/Associate Dean within two weeks, the Assistant/Associate Dean will meet instead with those faculty from the program who are available.