

**Petition Form**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

Students may petition the Director of Registration Services/Registrar or the Academic Dean when circumstances require special exceptions to the academic handbook’s policies and regulations. Check with the Registrar for which signatures are needed for any specific request.

The denied or approved petition is mailed to the student with copies filed in the student's folder in the registrar's office.

Appeals to the petition decision should be directed first to the Academic Dean.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student ID#** | |  | **Date** |  |
| **Name** |  | | **Degree** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Request:** | | | |
| **Reasons for request** | | | |
|  |  |

**student’s signature**

**Typing name in signature field and sending from garrett.edu e-mail address constitutes signature.**

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Advisor** |  | **Support petition?** | **Yes**  **No** |

**advisor’s signature**

|  |
| --- |
| **If no, the reason is** |

1. **Course instructor or Faculty representing the field and in support of the petition**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | |  |
| **faculty’s signature** | |  | | **field represented** |
| **Faculty comments:** | | | | |
| **Director of degree program (when required)** | |  | | |

1. **Registrar and/or Academic Dean**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Comments:** | | | | |
| **Granted** |  | **Denied** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Date** |  |
| **signature** |

1. **Other**

|  |  |  |  |
| --- | --- | --- | --- |
| **Granted** |  | **Denied** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Date** |  |
| **signature** |

v. FA2324