



## Petition to the Student Academic Development Committee

**PURPOSE:** To request an exception to academic policy.

Student Name:	Today's Date:
ID:	Anticipated Degree Date:
POE:	
POE Advisor:	
General Advisor:	

***TYPE 1: Change in schedule after drop/add has ended—no supporting statements are required:***

<input type="checkbox"/> Drop <input type="checkbox"/> Add    Course section and title:
Reason for the late drop/add:
Student Signature:
POE Advisor Signature:
General Advisor Signature:

***TYPE 2: All other requests for exception to academic policy:***

- 1) Prepare a statement summarizing your request. Your statement should include the circumstances that led to your request for an exception to academic policy, how this exception to academic policy will assist you in reaching your academic goals, and any other information that will allow the committee to understand your situation. Sign and date your statement and attach it to this form.
- 2) Obtain supporting statements from your advisors and any other support persons that will assist the committee in making its determination about your petition. Supporting statements may be attached to this form or may be emailed directly to [SAD@juniata.edu](mailto:SAD@juniata.edu).
- 3) Deliver your statement and the supporting statements to the Registrar's Office. (Support statements may be emailed directly to [SAD@juniata.edu](mailto:SAD@juniata.edu).)

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Reviewed by the Student Academic Development Committee on \_\_\_\_\_

Committee Determination:  Approved     Not Approved                      Late Fee:  Yes     No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jodi Prough, Assistant Registrar