ACADEMIC PETITION
SUBMIT COMPLETED FORM TO ADMISSION/RECORDS

I. Student Information

Name ___________________________________ Stinger ID __________________________
First ___________________ Last __________________________
Address __________________________________________________________
Street __________________ City __________________ State ____________ Zip ________ Phone ________

Program Major __________________
(You must provide COMPLETE name of major. EXAMPLE: Business Management – Marketing Option)

Expected Date of Graduation ____________ Check One: ☐ AA ☐ AS ☐ AAS ☐ AFA ☐ DIPL ☐ CERT

II. Explain your petition and reason for request below; attach additional sheets as needed and supply your DARS audit to show why this petition is necessary:

________________________________________________________________________________________________________________________________________________________

III. Student Signature ___________________________ Date ______________________

IV. RCTC Program Leader/Division Coordinator Recommendation

SUPPORT (check one): _____ Yes _____ No

Detailed Recommendation Rationale (attach additional sheets as needed):

______________________________________________________________________________

RCTC Signature ___________________________ Print Name ___________________________ Date __________________

IT IS MANDATORY FOR THE STUDENT TO OBTAIN A RECOMMENDATION WITH DETAILED RATIONALE FROM THE APPROPRIATE AREA LISTED BELOW (SEE BACK FOR EXAMPLES)

• The program leader/division coordinator of the student’s declared major
• If applicable, a faculty in the appropriate department for substitutions or requirement alternatives
• RCTC Counselor for liberal arts, transfer, and 2+2 students in collaboration with appropriate program leaders/division coordinators

A FULL LISTING OF RCTC FACULTY/PROGRAM LEADERS/DIVISION COORDINATORS/ADVISORS CAN BE DOWNLOADED FROM:

Sections I - IV must be completed or form will be returned to student with NO action taken.

Academic Standards Committee Action

_____ Approve _____ Deny Signature ___________________________ Date __________________________

9/03 (Revised 09/10/09)
ACADEMIC PETITION PROCESS

Academic petitions are used generally after consulting with a counselor/advisor and when a unique academic problem is identified (often having to do with meeting graduation requirements).

**EXAMPLE A:** Petition to substitute or waive a requirement for a career/vocational program (Nursing, Dental Hygiene, Dental Assistant, Law Enforcement, HIT, BUM, Carpentry, etc)

**EXAMPLE B:** Petition to substitute or waive a liberal arts, Health/PE or elective requirement

**EXAMPLE C:** Petition to waive a graduation requirement for non-career/vocational program

- **Program Leader/Division Coordinator**
  - Collaborates with appropriate academic department to secure rationale and signatures

- **Counselor / Faculty Member**
  - Collaborates with appropriate academic department and/or WSU contact to secure rationale and signatures

**Submit petition to Admissions – Box 7**
- DARS reviewed
- Incomplete petition returned to support person with letter of explanation

Reviewed at Academic Standards

- **Petition Approved?**
  - Yes
  - Correspondence with decision to student sent within 1–2 days

- **No**
  - Petition/supporting documentation filed in student file (Admissions/Records)
  - Approved petitions entered as exceptions in DARS
  - Copy of petition/correspondence filed in Committee archives (Vice President's Office)
  - Copy of petition/correspondence forwarded to petition advocate/supporter