

LAWRENCE UNIVERSITY  
**ACADEMIC PETITION**

rev. 2/23

Once the form is complete with all signatures, return to registrar@lawrence.edu

To: The Faculty Subcommittee on Administration \*Required field if applicable to petition type Date

\*ACTION REQUESTED:

Other Action

\*DATE:

\*TERM

\*YEAR

\*CRN (If applicable ex. 5001)

\*SUBJECT (If applicable)

\*COURSE NUMBER (if applicable ex. 495)

\*NUMBER OF UNITS (REQUIRED IF THIS IS FOR A LATE ADD)

\*LAST DATE OF ATTENDANCE (REQUIRED IF THIS IS A CANCEL OR WITHDRAWAL)

**BASIS FOR REQUEST:** (Support Documentation may be required.)

\*Student Signature

\*LU ID Number

Phone Number

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\*ADVISOR 1 REMARKS

\*Date

\*Advisor 1 Name

\*Signature

ADVISOR 2 REMARKS (required if you have more than 1 advisor)

Date

Advisor 2 Name

Signature

\*INSTRUCTOR/DEPARTMENT CHAIR REMARKS

\*Date

\*Instructor/Dept Chair Name

\*Signature

Office Use Only:

This form may be used to request the following types of actions from the Faculty Subcommittee on Administration:

- an exception to an academic regulation
- a waiver of certain requirements for the B.A. degree
- admission to the B.A. degree program, if you are a B.Mus. student
- readmission to the university after withdrawal
- permission to participate in Commencement before degree is conferred
- other exceptions to academic procedures and regulations

Requests concerning major, minor, or IA requirements should be directed to the appropriate department chair or program director.

Requests concerning conservatory regulations or requirements should be directed to the Conservatory Committee on Administration.

**The deadline for submitting petitions for registration changes is the last day of the same term one year later. (Example: Petitions for fall 2022 classes are accepted through the last day of the fall 2023 term.)**

### **Action requested**

Please state your request clearly and with sufficient information. A request to simply “add a class” will be returned to the petitioner. If your request concerns your status in a class, you should identify the class fully (term, subject, number, CRN, instructor).

### **Transfer Credit**

As of fall 2022, if you are requesting transfer credit you will need to complete the transfer credit request form rather than the petition form.

[https://www7.lawrence.edu/user/login?current=s/registrar/work-space/level-2-pages/transfer\\_credit/transfer-credit-request&b4r=1](https://www7.lawrence.edu/user/login?current=s/registrar/work-space/level-2-pages/transfer_credit/transfer-credit-request&b4r=1)

See <http://www.lawrence.edu/dept/registrar/transfer.shtml> for more information on petitions for transfer credit.

### **The basis for the request**

This is your opportunity to explain why you believe your request should be approved. A petition filed without a response in this section will be returned to the requestor. Provide your reasons as clearly and succinctly as possible. Students submitting petitions to correct failure to add or cancel classes by the deadline should expect to be charged a late registration fee.

### **Supporting documentation**

You may, and sometimes must, include supporting documentation. Under certain circumstances the Faculty Subcommittee on Administration may request more information, such as verification of an illness, ability to complete requirements, or a transcript. If you are requesting to change a final examination, you must provide documentation verifying your request (letter of employment, letter of admission to an academic program, etc.). If you are requesting transfer credit, you must attach a description/syllabus of the course.

### **Signatures and comments from faculty**

Your petition will not be reviewed without the appropriate signatures and comments from faculty.

Your **advisor’s** signature is required. His or her comments in support of your request are important, particularly if you are asking for re-admission or to transfer from one degree program to another.

If your petition involves **registration**, the instructor of the pertinent course must sign and comment on the action you are requesting. An instructor’s signature is not required for petitions involving the **S/U option**.

If you are asking to **cancel or withdraw from a class**, the instructor must indicate your last date of attendance.

**Grades** will not be accepted from petition forms. If your petition is approved and a grade is needed, the Registrar’s Office will contact the instructor for the grade directly.

### **Questions?**

The Faculty Subcommittee on Administration meets weekly when classes are in session. Students are notified of the subcommittee’s decision the week following the meeting. Students may also call the Registrar’s Office (920-832-6583) to inquire about the status of their petitions.

Your advisor can answer most questions about petitions. If your situation is complicated, you may wish to make an appointment with the Dean of Academic Success (x6530).

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