



UNDERGRADUATE STUDENT PETITION

Last Name _____ First Name _____ Student ID _____
 Phone Number _____ Class (FR, SO, JR, SR) _____ Major _____
 Email _____ Current GPA _____ Advisor _____
 Student Signature _____ Date _____

REASON FOR PETITION & APPROVAL SIGNATURES NEEDED (see approver codes in parentheses)

Requesting a Substitution or Exception for:

- Core Requirement (A, CD)
- Major Requirement (A, CH)
- Minor Requirement (PD or CH)
- Substitute PED Requirement (AD)
- Waive PED Requirement (AD, CD)
- Other

Other Reasons for Petition:

- Adding a credit to a class (A, I) *must attach list of extra work required to earn the credit*
- REQUEST an Incomplete grade (I)
- EXTEND an Incomplete grade (I, D)
- Overload beyond 19 credits (A, CH)
- Repeat a course more than once (A, CH)
- Seniors – enroll in graduate course(s) (A, GPD, D)
- Time conflict (overlap) (**I – both** courses; AVPAA)

KEY TO APPROVER CODES

- | | | |
|-------------------------|-----------------------|--|
| A = Advisor | CH = Department Chair | GPD = Graduate Program Director |
| AD = Athletics Director | D = Dean | PD = Program Director |
| CD = Core Director | I = Instructor | AVPAA = Associate VP, Academic Affairs |

Describe in detail your request for this petition (if applicable, be sure to include course subject & number)

Approver Signature and Title _____ Date _____
 Approver Signature and Title (if needed) _____ Date _____
 Approver Signature and Title (if needed) _____ Date _____

QUICK GUIDE OF APPROVERS (ADDITIONAL HELP WITH THIS IN REGISTRAR'S OFFICE, SMYTH 1)

- AVPAA = Dr. Lisa Durant-Jones, ldurant4@naz.edu, Smyth 123, 585-389-2775
 CD = Dr. Kelly Hutchinson-Anderson, khutchi8@naz.edu, Peckham 325, 585-389-2154
 D = Dean (reach out to the Dean of the College/School in which the course in question resides)
 College of Arts & Sciences: Dr. Dianne Oliver, doliver9@naz.edu, Golisano 403, 585-389-2391
 School of Education: Dr. Kate DaBoll-Lavoie, kdaboll9@naz.edu, Golisano 275, 585-389-2618
 School of Health & Human Services: Dr. Brigid Noonan, bnoonan8@naz.edu, Smyth 121, 585-389-4639
 School of Management: Dr. Kenneth S. Rhee, krhee9@naz.edu, Smyth 147, 585-389-2606

Official use only Comment _____

Copy to student _____ Signature _____ Date _____