

Instructions for Graduate Student Academic Petition Form

(See attached form)

1. **Purpose.** The Radford University Graduate Catalog is the basic authority for academic requirements at Radford University. All students are expected to follow the Graduate Catalog in the pursuit of their degrees. From time to time, however, extraordinary circumstances justify minor departures from Graduate Catalog requirements. Students who believe their situation warrants a deviation from academic policy may petition for an exception. Students should consult with their Advisors to determine the feasibility of petitioning for an exception to academic policy.

2. Procedures.

a. The student filing the petition is responsible for completing the form and obtaining the Advisor's signature. The Advisor is responsible for turning the form in to the department office. The department chair, upon adding his/her recommendation, is responsible for getting the form to the College of Graduate Studies and Research. The registrar's office is responsible for distributing copies of completed petitions.

b. The request must identify both the requirement and the proposed action; e.g., "To substitute MGT 501, Business Research and Reporting, for MGT 521, Organizational Behavior, a required course in the Business Administration Program."

c. The justification must present a clear and compelling reason for the action requested. More convenience to the student is not sufficient reason to depart from academic policy. In the above example, an acceptable justification might be, "I need both courses to graduate at the end of the semester, but only one section of each course is offered and they are both scheduled for MWF 9:00 AM."

3. **Integrity of Academic Policies.** Students are expected to follow the provisions of the Graduate Catalog, to include course-load maximums, add-drop deadlines, limits on withdrawals, curriculum requirements, enrollment restrictions, course repetition procedures, and other academic policies. Unapproved deviations from academic policies could result in a delay or failure to meet graduation requirements.



RADFORD UNIVERSITY GRADUATE STUDENT ACADEMIC PETITION

Name _____

Date _____

Address _____

Phone _____

Radford

Email _____

Student I.D. _____

Major/Option:

Catalog (Year) _____

Total Hours Completed _____

Current Hours Enrolled _____

Cumulative GPA _____

Advisor _____

Request

Justification

The information above is, to the best of my knowledge, accurate and complete. I understand that the Radford University Honor Code applies to this petition.

I understand that all recommendations on this form are contingent upon the review of my Academic Record by the Office of Graduate Affairs and Registrar's Office.

Student Signature

Date

Signature

Date

Advisor: Department

Approve

Disapprove

Chair:

Approve

Disapprove

Assistant Provost:

Approve

Disapprove