

Students have the privilege to submit petitions requesting an exception to university policies. These requests go to the Academic Petitions Committee, a faculty committee that reviews petitions on a monthly basis. Once the petition has been submitted, you will be notified of a decision via UIndy email within 2-3 weeks.

INSTRUCTIONS: Complete this form and prepare a brief, formal statement of your request (one request per form). Please provide the following:

- 1) An exact statement of the policy exception that you are seeking.
- 2) A statement of the reason for your request. Include any pertinent facts or supporting documents that might help the committee make a decision (e.g., course syllabi, catalog descriptions, email correspondence, letters of support).
- 3) At a minimum, you need your advisor's signature and the signature of your department chairperson or the dean of your college.
- 4) Submit the completed form to the Office of the Registrar (registrar@uindy.edu or Esch Hall 131)

FOR MAJOR/MINOR REQUIREMENTS: *Exceptions to requirements for a major or minor do not need to be presented to the Academic Petitions Committee.* These requests are to be made to the department chair, program director, or dean, as appropriate.

FOR GENERAL EDUCATION CORE REQUIREMENTS: Exceptions to general education core requirements must have the signature of the department chair, program director, or dean in the department in which the course is housed (e.g., for an exception/substitution for a communication course, the Communication Department chair must be consulted).

If this petition is approved, it is your responsibility to act upon it by contacting the appropriate office(s).

Name _____ Student ID # _____
Last First Former

Address _____
Street City State Zip

Preferred Phone Number _____ Student Email Address _____

Student Signature _____ Date _____

Advisor's Name & Signature _____ Date _____ Recommended: _____

*Dean's/Chair's Signature _____ Date: _____ Recommended: _____

*Dean's/Chair's Signature _____ Date: _____ Recommended: _____

(or other school or department from which input on the decision is required)

The university maintains the privacy of the information included in this appeal. However, this information is not confidential, and may be shared by the Registrar's Office with other campus offices as necessary, including the Dean of Students and Title IX Coordinator. Thus, when completing the appeal, students should be mindful that the information they disclose may be shared and that the university may follow up with the student when appropriate.

For Registrar's Office use only

GPA	_____	Approved	_____	Rejected	_____
Earned hours	_____	Student & advisor notification date _____			
Transfer hours	_____				
Last term enrolled	_____	Sent to committee on _____			
Major	_____				
College/School	_____				

30 hour rule Reinstatement Exception to deadline Academic Recovery Gen Ed Core Exception Other

Use this page to type a brief statement of your request, specifically the exception you are seeking and the rationale for the request.