

NOTE: If the request is for more than 18 hours - you will be billed for each hour beyond 18 at the current overload rate.

HOUGHTON COLLEGE Academic Petition Form

TO: Academic Petitions Committee

DATE: _____

FROM: _____

CPO: _____

My specific request is: _____

Support and discussion:

(One additional typed sheet is acceptable)

Signature Date

Academic Advisor's endorsement:

- I support this petition
- Request noted, without recommendation
- I do not support this petition

Signature Date

Department chair approval, if applicable

*If the petition is related to Integrative Studies—
please have Integrative Studies chair sign*

- I support this petition
- Request noted, without recommendation
- I do not support this petition

- I support this petition
- Request noted, without recommendation
- I do not support this petition

Signature Date

Signature Date

PLEASE RETURN TO THE ACADEMIC RECORDS OFFICE

OFFICIAL USE ONLY: PLEASE DO NOT WRITE BELOW

Committee action:

- No Action: returned for additional information or support**
- Petition denied**
- Petition granted, with stipulation** _____
- Petition granted**

Signature Date

Associate Dean's action:

- Concur with committee decision**
- Other:** _____

Signature Date

HOUGHTON COLLEGE
Office of Academic Records

POLICY ON ACADEMIC PETITIONS

It shall be the privilege of each student enrolled at Houghton College to petition regarding any academic matter of the Student's election.

Specific items requiring petition action:

1. Waiver of a specific academic requirement
2. Waiver of a specific academic rule or stipulation
3. Permission for a special academic condition or activity
4. Request to take more than 18 credit hours in a semester

Specific items NOT requiring petition action:

1. Permission for 18 hours (Use Request for Academic Overload form).
2. Permission to increase credits in variable credit course (Use Change of Schedule form).
3. Permission to attend off-campus program (Use specific application).

Stipulations:

1. Each request must be submitted on a Houghton academic petition form.
2. Each petition must bear the student's academic advisor's signature, though endorsement need not be favorable.
3. Each petition will then be passed to the Academic Petitions Committee for review and action. The committee should seek advice and counsel from any concerned curriculum area, as appropriate.
4. The Associate Academic Dean will review the committee's action, with power to concur or reverse.
5. Any subject involving the Integrative Studies Department requires the signature of the Integrative Studies Department Chair.