



### Petition to the Student Academic Development Committee

**PURPOSE:** *To request an exception to academic policy.*

Student Name:		Today's Date:
ID:	Anticipated Degree Date:	
POE:		
Advisor 1:		
Advisor 2:		

***TYPE 1: Change in schedule after drop/add has ended—no supporting statements are required:***

<input type="checkbox"/> Drop <input type="checkbox"/> Add      Course section and title:
Reason for the late drop/add:
Student Signature:
Advisor 1 Signature:
Advisor 2 Signature:

***TYPE 2: All other requests for exception to academic policy:***

- 1) Prepare a statement summarizing your request. Your statement should include the circumstances that led to your request for an exception to academic policy, how this exception to academic policy will assist you in reaching your academic goals, and any other information that will allow the committee to understand your situation. Sign and date your statement and attach it to this form.
- 2) Obtain supporting statements from your advisors and any other support persons that will assist the committee in making its determination about your petition. Supporting statements may be attached to this form or may be emailed directly to registrar@juniata.edu.
- 3) Deliver your statement and the supporting statements to the Registrar's Office in person or by email to registrar@juniata.edu.

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Reviewed by the Student Academic Development Committee on \_\_\_\_\_

Committee Determination:  Approved     Not Approved

Late Fee:  Yes     No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Completed by Registrar's Office