

**ACADEMIC PETITION**  
Simpson College Office of Academic Affairs

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Student's Name (printed) \_\_\_\_\_ I.D. \_\_\_\_\_

Cell or Phone Number \_\_\_\_\_ Simpson Email address \_\_\_\_\_

Student's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Directions:**

1. To request a substitution or a waiver of requirements for the major or minor, use the Major Substitution form.
  2. To request a substitution or waiver of a Cornerstone requirement, use a Cornerstone Substitution form.
  3. To request a waiver for a fee, see the Business Office.
  4. Consult with the appropriate faculty or staff. If the petition is in regard to a specific course, talk to the instructor and/or department chair. Always consult with your academic advisor.
  5. Give detailed information.
    - a. If the petition pertains to a course, state the course name, number, section, semester offered, instructor, etc.
    - b. If the petition pertains to a graduation requirement, clearly state the requirement and the request.
    - c. Petitions for late withdrawal from a course must provide documentation of last date of attendance or that a personal or medical emergency prevented timely withdrawal.
    - d. Petitions for late enrollment in a course must be accompanied by a statement of support from the instructor of the course.
  6. Submit this form and all supporting documentation to the Registrar's Office.
  7. The Petition subcommittee of EPCC will meet at least once a month to consider petitions. You will be informed of the action of the Subcommittee through your Simpson e-mail account. All communication from the Petition Subcommittee will be through your Simpson e-mail account.
  8. Petitions will **not** be considered to reduce the minimum cumulative college credit requirements for graduation.
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Description of Specific Request:

**Required supporting documents:**

1. Academic rationale for request
  2. Relevant documentation
  3. Statement of support with signatures from appropriate faculty or staff
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**Educational Policy and Curriculum Committee**

**Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_ **Approval of petition**    \_\_\_\_ **Denial of petition**