**Simpson College**

**Academic Petition**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Simpson ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Return completed form and all supporting documentation to the Registrar’s Office.***

**Note:** Do not use this form if you wish to request any of the following.

1. Substitution or waiver of requirements for the major or minor (use the Major/Minor Substitution or Waiver form)
2. Substitution or waiver of an ECC requirement (use the Request for ECC Substitution or Waiver form)
3. Waiver for a fee (see the Business Office)

**Important Information:**

* If the petition is in regard to a specific course, talk to the instructor and/or department chair. Always consult with your academic advisor.
* Give detailed information for the academic rationale for request.
  + If the petition pertains to a course, state the course name, number, section, semester offered, instructor, etc.
  + If the petition pertains to a graduation requirement, clearly state the requirement and the request.
  + 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.
  + Petitions for late enrollment in a course must be accompanied by a statement of support from the instructor of the course.
* The Petition Subcommittee of EPCC will meet weekly to consider petitions. You will be informed of the action of the Subcommittee through your Simpson e-mail account.
* Petitions will **not** be considered to reduce the minimum cumulative college requirements for graduation.

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

**Educational Policy and Curriculum Committee**

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

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