



Graduate/Undergraduate Academic Petition Form

Petitions are used to request an exception to a policy which creates an undue hardship or specific inequity that may adversely affect the student's ability to fulfill the academic requirements of the University. Petitions must be used to secure approval of special agreements between faculty and students on academic matters and to provide for emergency situations caused by unforeseen complications in fulfilling academic requirements. Petitions must have the signed approval of the appropriate University officials.

[Click here](#) to review the Graduate policy and [click here](#) to review the Undergraduate policy. For an academic grievance, [see this policy](#). For a non-academic grievance, [see this policy](#).

Student Name: Last First Middle GCID:

Bobcat Email: Phone: Institutional GPA:

Major: Advisor: Have you applied to graduation? Yes No

1. Request: (State request and reason. Include relevant information, such as course numbers and CRNs. Consult academic advisor/graduate coordinator and attach additional sheet(s) if necessary.)

Student Signature

2. Advisor/Graduate Coordinator. This section is for the advisor/graduate coordinator to add comments.

Advisor/Graduate Coordinator Signature

3. Department and Dean Recommendations.

A. Department Chair Recommendation. Petitions related to specific courses will go to department chair of the course. All other petitions will go to the chair of the student major.

Comments: Approve Deny

Department Chair Signature

B. Dean Recommendation. Dean of the above chair.

Comments: Approve Deny

Dean Signature

4. The Registrar's Office. The Registrar's Office confirms compliance with GCSU and USG policies and records the petition and distributes to appropriate parties.

Comments: Approve Deny

Registrar's Office Signature

Appeal procedure: If the student is not satisfied and wants the grievance or appeal to be considered further, the student shall appeal in writing to the Provost/Vice President for Academic Affairs. The decision of the Provost/Vice President for Academic Affairs will be the final decision on behalf of the institution.