Academic Petition

Name: ____________________________  OSU ID #: ____________________________
OSU Email: ____________________________  Advisor: ____________________________
Expected Date of Graduation: ___________

Petition Request:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Reason for Petition (if additional space is needed, please attach an additional sheet):
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Student Signature  Advisor’s Signature  (Does not confirm or deny endorsement.)

Your petition, received on ______________________, was reviewed by the Curriculum and
Instruction Committee on ______________________. As a result of that review, your petition was:

Approved

Conditions: ____________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Denied

Instructions: ____________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Director

Rev.08.15.12 BES
Procedures for Submitting a Petition:

If you need to waive or replace any of the requirements of your degree program, you must submit an academic petition.

The petition needs to explain what you are requesting to waive, replace, or alter in the degree program. And, you must provide a well-articulated reason for why the request should be approved.

To begin the petition process, you should discuss your program with your faculty advisor. After doing so, you should discuss your petition with the Director of Undergraduate or Graduate Studies.

Petitions must be submitted to the Director of Undergraduate or Graduate Studies. Petitions are evaluated by the Curriculum and Instruction Committee. Petitions are reviewed once or twice a semester. Be sure to check with the Director to find out when your petition will be reviewed.