

GOUCHER | college

Office of the Associate Provost for Undergraduate Studies

PETITION

STUDENT NAME _____ Email or Phone # to Contact You _____
LAST, FIRST - Please Print Please Print

① → Please read this section carefully:

- This petition for an exception to College Policy shall be completed by the student and the student's adviser before submission to the Associate Provost for Undergraduate Studies. Please print carefully and clearly.
- Petitions are typically resolved within one to two business days. **Check your Goucher email for status updates.**
 - If your petition is approved:** The Associate Provost's office will forward the petition to the Registrar's office for implementation.
 - If your petition is not approved:** You will be notified by the Associate Provost's office at the email or phone number you provided above. If no contact information was provided, we will use your Goucher email address as the default.
- If your approved petition cannot be implemented due to time conflicts, credits limits, or other issues not addressed in this petition, then action by you may be required for resolution. Unimplemented petitions that are not resolved may be null and void after the deadline date given by the Registrar's office at the time of notification, or, if no deadline date is given, after one week.

QUESTIONS ABOUT YOUR PETITION'S STATUS AND NEXT STEPS FOR TIMELY IMPLEMENTATION? CALL US AT 410-337-6460.

② → Please complete:

- Year/Semester petition applies to _____
- Check applicable petition(s) requested:

____ Add/drop/withdraw class(es) after the deadline. **Attach completed signed Course Change Form to this petition.**
Number of class meetings you have attended of class you intend to ADD _____
Number of class meetings you have attended of class you intend to DROP _____

____ Credit overload (**Please note:** Students are billed for additional credits over 18 credits per term. Credit overload requires submission of remaining semester(s) Academic Plan.)

____ Other – If other is selected, course this action applies to _____
- Attach justification for each exception requested above.
- Sign and date:

_____ Date
▶ Student's Signature

③ → Obtain Your Adviser's Endorsement Here:

Adviser Endorsement (*Adviser check one below. If not supported, please provide reason.*)

- ____ I support the petition.
____ I do not support the petition.

REASON:

_____ Date
▶ Adviser's Signature

④ → SUBMIT PETITION TO ASSOCIATE PROVOST FOR UNDERGRADUATE STUDIES, VM G24.

FOR OFFICE USE ONLY: Associate Provost's Approval

Date Petition Received _____ Approved _____ Not Approved _____
_____ Date
▶ Associate Provost's Signature

_____ Date
Processed by _____