*Fill out this form electronically, obtain signatures, and submit the complete form to the Registrar’s Office (**registrarsoffice@houghton.edu* *or drop off at the Registrar’s Office).*

**Name:**   **CWID:**

**Date:**

1. What is your specific request? Click or tap here to enter text.

2. Provide support and discussion for your specific request: Click or tap here to enter text.

**Academic Advisor’s Endorsement:**

[ ]  I support this petition

[ ]  Request noted, without recommendation

[ ]  I do not support this petition

**Name (typed):**Click or tap here to enter text.

**Signature:**

**Area Dean Approval, if applicable:**

[ ]  I support this petition

[ ]  Request noted, without recommendation

[ ]  I do not support this petition

**Name (typed):**Click or tap here to enter text.

**Signature:**

**Director of General Education Approval, if applicable:**

**FOR OFFICE USE ONLY**

*Committee Action:*

[ ]  No Action: returned for additional information or support

[ ]  Petition denied

[ ]  Petition granted, with stipulation

[ ]  Petition granted

**Committee Chair Signature: Date:** Click or tap here to enter text.

[ ]  I support this petition

[ ]  Request noted, without recommendation

[ ]  I do not support this petition

**Name (typed):**Click or tap here to enter text.

**Signature:**

**POLICY ON ACADEMIC PETITIONS**

It shall be the privilege of each student enrolled at Houghton University to petition regarding any academic matter of the student’s election.

**Specific items requiring petition action:**

* Waiver of a specific academic requirement
* Waiver of a specific academic rule or stipulation
* Permission for a special academic condition or activity
* Request to take more than 18 credit hours in a semester

**Specific items *not* requiring petition action:**

* Permission to take 18 credit hours in a semester (follow Heavy Academic Load Procedure)
* Permission to increase credit hours in a variable credit hour course
* Permission to participate in an off-campus program (use specific application)

**Stipulations:**

* Each request must be submitted on a Houghton academic petition form.
* Each petition must bear all applicable signatures, though endorsement need not be favorable.
* Each petition will then be passed to the Academic Petitions Committee for review and action. The committee should seek advice and counsel from any concerned curriculum area, as appropriate.
* The Associate Provost will review the committee’s action, with power to concur or reverse.
* Any subject involving General Education requires the signature of the Director of General Education.