

STUDENT PETITION

Used to request an exception to a stated school or university policy, through the Director of the GWSB Advising Center.

PROCESS:

- Discuss with your Advisor what you are interested in petitioning. In addition to explaining if your request is feasible, your Advisor will explain which signatures you will need to obtain prior to submitting the form
- Clearly state what you are petitioning
- Clearly state the reason(s) why you feel that your petition should be approved.
- Review your completed petition to make sure that your writing is legible and that your reasons are presented in a concise and professional manner
- Attach any other documentation that you feel should be reviewed in the process of determining whether or not your request should be approved
- **NOTE:** If petitioning to drop or withdrawal from a course continue to attend the course until you have receive a decision on your petition

Submit **TWO (2)** copies of the application and supporting paperwork to The GWSB Advising Center, Duquès Hall, Suite #456.

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC
Student Petition

Section 1	Last Name	<input type="text"/>	First Name	<input type="text"/>
	GWID	<input type="text"/>	E-mail	<input type="text"/>
	Home Phone	<input type="text"/>	Work Phone	<input type="text"/>
	Academic Advisor	<input type="text"/>	Student Signature	<input type="text"/>
Local Address		<input type="text"/>		
City, State and Zip		<input type="text"/>		
Section 2	I hereby petition: (PLEASE PRINT)			
	Reason:			
<i>Petitions must be thorough and complete. Please attach additional reasoning and any documentation supporting this request to this form, as appropriate.</i>				
Section 3	Instructor/Dept. Name	<input type="text"/>	Phone Number:	<input type="text"/>
	Instructor/Dept. Signature	<input type="text"/>	Date:	<input type="text"/>
	Comments:			
Section 4	Advisor Signature	<input type="text"/>	Date:	<input type="text"/>
	I recommend that the petition be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied			
	Comments:			
	Director Signature*	<input type="text"/>	Date:	<input type="text"/>
<small>*The Director of the The Advising Center</small>				
Action Taken: <input type="checkbox"/> Granted <input type="checkbox"/> Denied				
Comments:				

FOR OFFICE USE ONLY	
Petition Number	<input type="text"/>
Date Rcv'd. Duquès #456	<input type="text"/>