

Petition to the Admissions and Credits Committee

Instruction Sheet

- 1. Personal Information:** Provide all information, especially your 9-digit Shepherd ID number (found on the back of your Rambler card), and your @shepherd.edu email address (so that we can send notification of the decision following the meeting).
- 2. Request Permission To:** Select the requested action from the drop-down list. If you do not see what you are requesting in the drop-down list, describe it briefly in the space provided. **If you are requesting a course-related action (add, drop, withdraw, etc), you must also enter the term, CRN, Subject Code, Course Number, and Section Number for the course being petitioned (for example, Fall 2009, 30101, ENGL 100A-02).**
- 3. Student Statement:** Describe your situation for the committee, outlining specifically why the procedures found in the University Catalog or Student handbook were not followed in this matter. Remember that your statement is your representation to the committee: it does not need to be long, but it does need to be clear and complete, and should be written appropriately for presentation to university faculty (in other words, pay attention to spelling and grammar, please).

When you have completed the Petition form and the Student Statement, print it and take it for signatures in this order:

- 4. Advisor Signature:** Required. Advisor must sign both the petition and the Student Statement. Advisors must indicate whether they “Support” or “Do Not Support” your petition. In addition, the committee welcomes and takes into serious consideration any comments written by the advisor.
- 5. Instructor Signature:** Required ONLY IF you are requesting a **course-related action (add, drop, withdraw, etc)**. Instructors must indicate whether they “Support” or “Do Not Support” your petition. In addition, the committee welcomes and takes into serious consideration any comments written by the instructor.
- 6. Department Chair Signature:** Required. Department chairs must indicate whether they “Support” or “Do Not Support” your petition. In addition, the committee welcomes and takes into serious consideration any comments written by the department chair. Please note the following:
 - a. If the requested action is course-related (add, drop, withdraw, etc), secure the signature of the Department Chair of the course.**
 - b. If the requested action is student-related (return from suspension, apply late for graduation, etc), secure the signature of the Department Chair of your major.**
- 7. Credit overloads:** If a request to add a course will take you over the normal credit load of 19 hours (7 in Summer Sessions), you will need to request approval for the credit overload. If your cumulative GPA is below 3.00, you will need to submit an additional petition to the Admissions and Credits Committee to OVERLOAD UNDER 3.00, and must include a list of your planned course schedule in your Student Statement.

Finally, return the completed and signed petition to the Office of the Registrar (Ikenberry Hall Rm 110) for presentation to the committee. We will notify you (shepherd.edu email) of the committee’s decision on the morning following the meeting.

I have read and I understand these instructions. Next Page >>

Petition to the Admissions and Credits Committee

Date form initiated by student:

mm/dd/yyyy

Date form returned:

Name: _____ Student Identification Number: _____

E-mail Address: _____@shepherd.edu

Degree: _____ Major: _____ Minor: _____ Teaching Field: _____

Does Petition involve the final 12 hours required for the degree? Yes No

REQUESTS PERMISSION TO:

ADD CRN: _____ SUBJ: _____ CRS.NO.: _____ SECTION: _____

DROP CRN: _____ SUBJ: _____ CRS.NO.: _____ SECTION: _____

WITHDRAW CRN: _____ SUBJ: _____ CRS.NO.: _____ SECTION: _____

If adding a course will take you over 19 hours, you will need to complete the *Approval to Register For More Than 19 Hours* form and petition the Admissions and Credits Committee if your cumulative average is below 3.00.

Click here to add your Letter of Explanation.

Your academic advisor must sign your Letter of Explanation.

Advisor's Signature: _____ Date: _____ Support Do Not Support

Comments: _____

Instructor's Signature: _____ Date: _____ Support Do Not Support

Comments: _____

Department Chair's Signature: _____ Date: _____ Support Do Not Support

Comments: _____

Action by Admissions and Credits Committee:

Approved Not Approved Additional Information Requested No Action Taken

Comments: _____

Admissions & Credits Committee Chair's Signature

Date

Petition to the Admissions and Credits Committee Letter of Explanation

Must be signed by your advisor and submitted with your petition form. For credit overload under 3.00, include your full planned schedule.

Your Signature: _____ Advisor's Signature: _____

PRINT