

## **Student Records**

ph. 307-855-2115

fax 307-855-2092

## **ACADEMIC PETITION**

The Acad	emic Petition i	s designed	to address	exceptional	student-ini	tiated red	quests re	egarding a	academic	policy.
Petitions	will only be ac	cepted for a	academic m	atters occur	ring within	the year	prior to	the date	of this pe	tition
Students s	should be awar	e the proces	s could take	e several wee	eks.					

Current students will receive notification of petition status through student CWC email.

Former students will receive notification of petition status through the following email:

Please follo	ow the	steps	indicated	below:
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- 1. Complete all fields for student personal information. Local phone number must be current should we need to contact you. Your local address is required so that we may mail you a copy of the processed petition.
- 2. If relevant, list ALL course sections for which the petition pertains. If there are not enough rows below, please attach a print-out of your semester schedule and highlight the course sections.
- 3. Enter CWC ID or Social Security Number, sign and date this form

TUDENITIC N	A N A E .		1.0	CAL DUOME		
TUDENT'S N	AIVIE:		LOCAL PHONE			
OCAL ADDRE	:SS:					
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				ned in the current catalog.		
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SAMPLE	DLI II.	COOKSL NO.	SECT. NO.	COOKSE TITLE		
09FALL	MATH	1000	02	Problem Solving		
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STATE THE REASON FOR THE PETITION AND ATTACH THE NECESSARY DOCUMENTATION TO SUPPORT THE REASON					
(Documentation may include medical information, instructor's comments, advisor's comments, etc.)					
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	FOR OFFICE		
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Yes / NO = Title IV Federal Aid	Yes / NO = Other F	Funding Disbursement Date:	
Recommendation of Financial	Aid Office:		
			***************************************
Signature		Date	
********	********	************	*******
REGISTRAR:	Approved Date:	Denied Date:	
Comments:			
Signature		Date	
********	********	**************	*******
VP OF ACADEMIC AFFAIRS:	Approved Date:	Denied Date:	
Comments:			
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Signature		Date	
********	*******	**********	******
DATE SENT TO STUDENT:	_	BACK DATE IF USED:	
		INITIALS of Records Staff:	

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