

## Petition for Modification of Academic Requirements

**Form must be typed.** Please review the reverse side of this form for instructions and information. Additional information is available on the Petitions web page.

Name (First MI Last) \_\_\_\_\_ Date \_\_\_\_\_

LC ID# \_\_\_\_\_ Advisor \_\_\_\_\_

Class:  Freshman  Sophomore  Junior  Senior

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**STEP 1** Before submitting a petition, the student should meet with his or her advisor to consider ways of fulfilling the requirement without the need for modification. If the advisor believes a modification is necessary, the advisor should assist the student in completing the form and should sign the form. It is also recommended that the advisor provide a letter of support explaining why the modification is necessary.

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**STEP 2** List the policy you wish to have modified or waived. You may select one of the common policies listed, or add a policy using "other". If using the "other" selection, please quote the policy from the [College Catalog](#).

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|--|---|
| <input type="checkbox"/> Late add/drop: Course & Section _____                       | <input type="checkbox"/> Senior residency – list number of total transfer credits that you are requesting in the senior year: _____ |
| <input type="checkbox"/> Late independent study/internship (attach completed form)   | <input type="checkbox"/> Other (specify policy) _____   |
| <input type="checkbox"/> Overload with deficient GPA (attach approved overload form) | _____   |

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**STEP 3** The following items are **required**:

- Provide a **typed** rationale for the request on a separate page. Your rationale should include:
  - An explanation of the extenuating circumstance which prevented you from complying with College policy.
  - An explanation of why this exception to policy is needed. Will your graduation be impacted if it is not granted? Is there another significant need? Provide relevant details, course numbers, credits, and examples if appropriate.
- At least one letter of support from your advisor, department chair or another faculty/staff member explaining why the exception is necessary. You may also include additional letters of support from faculty/staff or external individuals.
- An [Academic Plan](#) - approved and signed by your advisor.

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**STEP 4** Provide documentation:

- If your extenuating circumstance involves other situations which have official documentation, include that documentation.
- If you have medical documentation that you do not wish to share directly with the committee, you may send that documentation to the Office of Student Accessibility or other appropriate campus health office. That office will substantiate for the committee that appropriate documentation has been received by the college.

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**STEP 5**  Check this box if you wish the Curriculum Committee's student representative to participate in this hearing.  
(Please note that the student representative is not available during the summer semester.)

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**STEP 6** Signatures:

*The advisor's signature indicates that the advisor has met with the student to consider ways of fulfilling the requirement without the need for modification. The advisor believes the modification is necessary.*

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

*I have read the instructions and my petition is complete. I understand the decision of the committee is final.*

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS:**

The purpose behind all [academic policies](#) is to preserve the integrity of the Lewis & Clark degree. Academic regulations are approved by the faculty of Lewis & Clark College and may be modified for an individual student only upon the approval by the Curriculum Subcommittee on Petitions, Appeals and Student-Designed Majors (Petitions Committee). The Petitions Committee is a subgroup of the faculty members currently serving on the Curriculum Committee. Upon the request of the petitioning student, the student member of the Curriculum Committee may join the Petitions Committee for the hearing of the matter.

The task of the Petitions Committee is to ensure that exceptions to the regulations are granted only after careful consideration of all the facts and the student's academic record, and that decisions are made with consistency and fairness. (Please note that policies involving curricular matters such as General Education may not be granted exceptions via the petitions process.)

Before filing a petition, the student must meet with the Academic Advisor to consider ways of fulfilling the requirement without the need for modification. If that is not possible, the student may submit a petition by following the instructions below.

1. The student should meet with the advisor to discuss the proposed petition to determine if it is necessary.
2. If the advisor believes the petition is necessary, the advisor should review and sign the petition, and provide a letter of support explaining the necessity to the Petitions Committee.
3. **The requested information must be typed. No handwritten petitions will be accepted.** The form can be filled out online and the student should complete his or her part of the form before printing it for the advisor's signature.
4. If the policy/procedure for which the student is requesting an exception requires a form (overload card, add/drop slip, internship form, etc), the completed form must be included with the signed petition.
5. The student should obtain necessary documentation and letter(s) of support, and then return the completed petition to the Office of the Registrar. Incomplete petitions or hand-written petitions will not be accepted.
6. The completed petition must be submitted to the Registrar at least two weeks prior to the next scheduled meeting of the Curriculum Subcommittee on Petitions, Appeals, and Student-Designed Majors. The subcommittee shall meet at least monthly during fall and spring semester unless there are no petitions to be considered.
7. The completed petition and supporting documentation will be submitted to the subcommittee by the Registrar. The Registrar shall attend the subcommittee deliberations in an ex-officio capacity.
8. The Registrar will notify the student of the Committee's decision by email.
9. **The decision of the faculty committee is final.**

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REGISTRAR'S OFFICE USE ONLY

Date received: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments \_\_\_\_\_

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COMMITTEE USE ONLY

Committee Comments/Discussion:

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Committee Action:

Approved  Denied Date \_\_\_\_\_  ASTR  Notified  Other \_\_\_\_\_

Date \_\_\_\_\_ Initials \_\_\_\_\_