

PETITION to Admissions & Credits Committee

Directions for Submission (incomplete submissions cannot be reviewed):

1. Complete Section I (a separate form must be submitted for each course that may be affected by the petition).
2. Attach a typed letter to the committee explaining the circumstances of your petition and why you are asking for special consideration to challenge college policy. Include your mailing address and phone number on the letter.
3. Secure proper signatures in Section II.
4. If payment is required, attach payment or proof of financial aid.
5. Submit petition form and supporting documentation to Enrollment Management. Students are notified of results via Blue Ridge email only. Although petitions are reviewed regularly, it may take several weeks for completion.

SECTION I – TO BE COMPLETED BY STUDENT – PLEASE PRINT LEGIBLY

Name: _____ ID or "C" # _____

Blue Ridge Email Address: _____

Degree: _____ Does petition involve the final 12 hours required for the degree? Yes No

I am petitioning to:

Withdraw from a class after deadline: _____
CRN # Course Title Course # Section #

Add a class after the deadline: _____
CRN # Course Title Course # Section #

Drop a class after the deadline: _____
CRN # Course Title Course # Section #

Other: _____

Student Signature: _____ Date: _____

SECTION II – SIGNATURES GATHERED BY STUDENT

A. **Advisor** Name: _____ Signature: _____

Date: _____ Recommend Not Recommend Explanation: _____

B. **Instructor** Name: _____ Signature: _____

The student HAS HAS NOT been attending class/submitting assignments.

Date: _____ Recommend Not Recommend Explanation: _____

SECTION III – ADMINISTRATIVE USE

Date Received: _____ By: _____

Decision Date: _____ Approved Not Approved Comments:

Committee Chair: _____ Signature: _____