



STUDENT PETITIONS

Academic regulations are established by the University to maintain and enforce academic standards and are adhered to rigorously. If special and unique circumstances occur, any individual student has the right to petition to waive a regulation. The University similarly has the right to disapprove any petition on the grounds that the circumstances are not compelling enough to warrant an exception to the established regulation. Any student petition requesting retroactive action must be submitted within one academic calendar year.

Procedures for Student Petitions

To petition for a waiver of an academic regulation, the student must submit a written statement and any necessary supporting documentation* to the administrative advisor in the office of the dean of the college or school that houses the student's major. If the student is Undecided, the petition should be filed through the College of Arts and Sciences.

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Required Information

To petition for a waiver relating to a course or courses, such as late ADD/DROP/WITHDRAWAL/CHANGE OF CREDIT or other rule, the student must submit the following items to the office of the dean of the college or school that houses the student's major:

1. A completed Action Request form (Schedule Form) with a signature of agreement from the faculty member or department chair or dean.
2. A letter from the student detailing the extenuating circumstances related to petition and any necessary supporting documentation.
3. A letter from the Dean of the student's major.

Once the student's petition packet – **letter, signatures, and any necessary supporting documentation** is submitted, the office of the dean will forward the material to the Office of Academic Services and Retention, **OASR@adelphi.edu**. The student will be advised in writing of the final decision from the dean of the college or school that houses the student's major (unless it is a **medical withdrawal** petition, in which the student will be notified from the Office of Academic Services).

*Documentation may include medical reports, a letter from the student's academic advisor verifying the described circumstances, notes from a counselor, or written statements from others involved.