



DEPAUW UNIVERSITY
REGISTRAR'S OFFICE

PETITION FORM

Student _____

Student ID# _____

Expected Graduation Date _____

Class Standing: FY SO JR SR

Petition applies to: Fall Winter Spring May Summer Academic Year _____

Instructions: Complete this petition and obtain required signatures. Include explanation in the area provided or in an attached document. You may attach supplementary statements from instructors, advisers, counselors, etc. or ask them to email their comments to the Registrar's Office, registraroffice@depauw.edu.

Important: If petition is to Drop or Withdraw from a class, you should continue to attend class until you receive the decision of the Petition Committee.

Petition is related to:

- Graduation requirements
- Course load (less than full-time or overload)
- Registration adjustment (after adjustment deadlines)

Course Department _____ Course # _____

- Drop/cancel course
- Add course. Date first attended _____
- Withdraw from course (grade of W)

Other _____

Explanation for petition request (attach separate page if needed):

To be completed by Instructor:

First class date attended _____

Last class date attended _____

Comments

Instructor's signature _____

Printed name _____

Date _____

Student's signature _____ Date _____

To signers: Signature indicates you have read this petition. Indicate whether you approve or disapprove the petition. A supplementary statement may be emailed to the Registrar's Office (registrarsoffice@depauw.edu).

Advisor (required) _____ Approve: Yes No Abstain Date _____

Department Chair _____ Approve: Yes No Abstain Date _____

Required for Major, Minor or Area requirement petitions. Possibly for other exceptions.

Competency Program Director _____ Approve: Yes No Abstain Date _____

Required for W, Q or S petitions.

Financial Aid _____ Approve: Yes No Abstain Date _____

Required for overload or underload petitions.

Office Use Only

Committee Action: Considered Granted Denied Date _____

Database recording: ERHistory, ERMaster, Client Information Services, MEMOS _____