

**OFFICE OF THE REGISTRAR
CEDAR CREST COLLEGE
PETITION TO CURRICULUM AND ACADEMIC POLICY COMMITTEE**

Complete the first part of this form and obtain whatever signatures are appropriate to your petition. Your advisor's signature is required. Submit fourteen (14) legible copies to the Registrar's Office.

Name: _____ Date: _____
Address: _____ ID Number: _____
Home Phone: _____ Local Telephone: _____
Email Address: _____@cedarcrest.edu

I request permission to:

For the following reason(s) (please attach an additional sheet if necessary):

Student Signature: _____

Advisor Endorsement

This student has consulted with me concerning the above petition.

I support____, am neutral about____, or do not support____ the petition for the following reasons:

Advisor's Signature: _____ Date: _____

Other Faculty or Administrator Endorsements (OPTIONAL):

Reason: _____ Signature: _____ Date: _____

Reason: _____ Signature: _____ Date _____

Committee Action: _____

Committee Chairperson's Signature: _____ Date _____

Petition Valid Until: _____

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Instructions for Petitioning the Curriculum and Academic Policy Committee

1. Students should fill out the appropriate demographic information: Name, date, address, ID number, email, phone number.
2. In the section that begins, “I request permission to...”, students should explicitly outline their plans: “Take CHE 350 at XYZ University over the summer.”
3. The student should then indicate the reason for the request in the appropriate section of the form, attaching additional relevant information as necessary. An example could be this:

“This course is scheduled to run during the Spring semester. However, after sustaining injuries in an automobile accident over the winter break, I was unable to enroll in any spring course. The course will not run again for another two years, and this course is a requirement for my major; I cannot progress without it. Therefore, I plan to take the course over the summer at XYZ University.”
4. Petitioning students should consult with their academic advisors, who should indicate their position regarding the student’s request. The advisor should include a statement to support his or her position: “This student will not have the opportunity to enroll in this course at Cedar Crest due to the course rotation schedule. Therefore, I support her petition to transfer credit within her final 30 credits.”
5. Additional faculty members, such as the department chair, may sign the petition as well.
6. Once the petition is complete, the student should submit 14 copies to the Registrar’s Office, BHA 209.