Procedures for Academic Policy Waiver Petition
http://www.engineering.iastate.edu/student-services/academic-standards/

Student’s Name (Please print): ___________________________________________

Address: ____________________________________________________________

Phone: ______________________________________________________________

Email: ________________________________________________________________

Students are expected to abide by the established policies and procedures of the College and University (see ISU catalog at http://catalog.iastate.edu/). However, if circumstances are beyond the student’s control, the student may request a policy waiver. A request for a waiver must include:

1. A typed statement of petition from the student clearly explaining why such an exception should be granted. If the situation involves medical/counseling circumstances, provide supporting documentation from these professionals.

2. A statement from the student's academic adviser. The adviser does not have to concur with the request, but must offer information related to the student’s petition and details on discussions/interactions with the student. This may be sent by electronic mail or written memo.

3. Any additional forms (i.e. course change slip, withdrawal) and signatures, if necessary.

The above written materials must be provided before a decision will be made by the Engineering Academic Standards Committee. Deadlines for submitting materials for committee decisions are the same as the reinstatement deadlines. All materials should be addressed to: Academic Standards Committee, 110 Marston Hall, Ames, IA 50011. Phone: 515-294-8355, probationengr@iastate.edu, Fax: 515-294-8993.

STUDENT'S EXPLANATION OF REQUEST: Please provide a type written statement and attach it to this form providing your signature and ID number here. In the first sentence of your petition request, indicate specifically what you are asking for, i.e. late drop, withdrawal, etc.

_________________________ _______________ ____________
Student's signature        ID Number                  Date

http://www.engineering.iastate.edu/student-services/academic-standards/

Revised 6/6/13