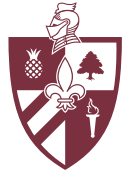


ACADEMIC PETITION



BELLARMINE
UNIVERSITY
IN VERITATIS AMORE

Use this form to petition for an exception to an academic policy (exceptions: adding a class after the add deadline, requesting a degree substitution, and seeking prior approval for transfer credit have their own forms; use this form for all other petition requests). Attach a copy of your unofficial transcript. Complete all information on page 1 prior to submitting it for the required signatures on page 2.

Student's Name: _____

ID#: _____ Anticipated Graduation Date: _____

Academic Program/Major: _____ Minor: _____

REQUEST

State your request clearly and concisely. Reference the specific academic policy or procedure to which you are requesting the exception. If your request involves courses, give specific course/section/semester information.

RATIONALE

State your reason(s) for requesting this exception. Attach additional documentation if necessary.

Student Signature: _____

Date: _____

REQUIRED SIGNATURES OF APPROVALS

STUDENT'S ACADEMIC ADVISOR

Approved Denied

If approved, why do you support this petition? (Required)

Student's Academic Advisor's Signature: _____ Date: _____

STUDENT'S MAJOR DEPARTMENT CHAIR

Approved Denied

If approved, why do you support this petition? (Required)

Student's Major Department Chair's Signature: _____ Date: _____

DEPARTMENT CHAIR OF THE REQUESTED EXCEPTION

Approved Denied

If approved, why do you support this petition? (Required)

Department Chair of the Requested Exception's Signature: _____ Date: _____

DEAN OF THE SCHOOL OF THE REQUESTED EXCEPTION

Approved Denied

If approved, why do you support this petition? (Required)

Dean of the School of the Requested Exception's Signature: _____ Date: _____

Submit completed and signed form to:

Bellarmino University Office of the Registrar
Centro, Horrigan Hall 205

registrar@bellarmine.edu

Phone: 502.272.8133