



# ACADEMIC PETITION

SUBMIT COMPLETED FORM TO RECORDS AND REGISTRATION

## I. Student Information

Name \_\_\_\_\_ Stinger ID \_\_\_\_\_

First Last

Address \_\_\_\_\_

Street City State Zip Phone

Program Major \_\_\_\_\_

(You **must** provide **COMPLETE** name of major. *EXAMPLE: Business Management – Marketing Option*)

Expected Date of Graduation \_\_\_\_\_ Check One: AA AS AAS AFA DIPL CERT

## II. Explain your petition and reason for request below; attach additional sheets as needed and supply your DARS audit to show why this petition is necessary:

III. Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## IV. RCTC Program Leader/Division Coordinator Recommendation

SUPPORT (check one): \_\_\_ Yes \_\_\_ No

Detailed Recommendation Rationale (attach additional sheets as needed):

RCTC Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**IT IS MANDATORY FOR THE STUDENT TO OBTAIN A RECOMMENDATION WITH DETAILED RATIONALE FROM THE APPROPRIATE AREA LISTED BELOW (SEE BACK FOR EXAMPLES)**

- The program leader/division coordinator of the student's declared major
- If applicable, a faculty in the appropriate department for substitutions or requirement alternatives
- RCTC Counselor for liberal arts, transfer, and 2+2 students in collaboration with appropriate program leaders/division coordinators

**A FULL LISTING OF RCTC FACULTY/PROGRAM LEADERS/DIVISION COORDINATORS/ADVISORS CAN BE DOWNLOADED FROM:**

[http://www.rctc.edu/counseling\\_career\\_center/html/advisors.html](http://www.rctc.edu/counseling_career_center/html/advisors.html)

*Sections I - IV must be completed or form will be returned to student with NO action taken.*

### Academic Standards Committee Action

\_\_\_ Approve \_\_\_ Deny Signature \_\_\_\_\_ Date \_\_\_\_\_

# ACADEMIC PETITION PROCESS

Academic petitions are used generally after consulting with a counselor /advisor and when a unique academic problem is identified (often having to do with meeting graduation requirements ).

