

**COLLEGE OF LIBERAL ARTS AND SCIENCES  
ACADEMIC POLICY PETITION**

**Section 1: Student Information**

Date:	Expected Grad Date:
Name:	Address:
Major:	Phone:
University ID:	E-mail:

**Section 2: Policy Petition Instructions**

Please read the following instructions and review **Sections 1-6** before submitting your petition.

To request an exception to an academic policy or deadline, please read the following guidelines and complete all required information. All petition submissions must include the following and may be submitted electronically to [las\\_sas@iastate.edu](mailto:las_sas@iastate.edu) or in person at the College of LAS Student Academic Services office (102 Catt Hall).

1. To begin the petition process, you should meet with your academic adviser to discuss your extenuating circumstances and the policy exceptions for which you may be eligible.
  - a. If you are requesting an [Out of Term Withdrawal](#), rather than completing this petition, you will need to work with your academic adviser to submit the necessary paperwork to the Out of Term Withdrawal Committee for consideration.
  - b. If you are requesting a Late (After Deadline) or Out of Term Add/Drop, you will also need to meet with your instructor.
2. If you are requesting an academic exception due to health-related extenuating circumstances, documentation will be required. Unless you bring a paper copy to 102 Catt hall, all documentation should be saved as a PDF file. Documentation from a licensed medical provider should include the following:
  - Name of medical provider, office address, and phone number
  - Student's full name
  - Identification of medical issue
  - Date of onset and dates of treatment
  - Describe how the medical issue has impacted the student's academic experience
3. Late withdrawal petitions should be accompanied by a separate, completed withdrawal form. Late or out of term drops, additional drops, or late changes to Pass/Not Pass grading will be submitted to the Registrar's office on your behalf if your petition is approved.

**Administrative Adviser Information (OFFICE USE ONLY)**

☐ Petition Recorded by College of LAS Student Academic Services Staff

**Administrative Advisor Record:**

GPA:

Mid-term:

Previous Navigate documentation:

Administrative Advising Decision:

Follow-up:

☐ Decision confirmation sent

☐ EAB documentation

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**Section 3: Student Narrative**

**Step 1: Academic Policy Exception Requested:**

**Step 2:** Please use the space below to explain the extenuating circumstances that have contributed to your request for an academic policy exception, including a detailed **timeline of relevant events**. State the specific course for late/out of term drops. You may attach an additional document (PDF) if needed.

**Section 4: Academic Adviser Information**

1. Did the student discuss this petition with you?
2. Were you aware of extenuating circumstances? If so, please provide a brief description and timeline.

3. Recommendation for action (REQUIRED):

4. Additional information:

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Section 5: Instructor Information**

**Complete Section 5 ONLY if you are requesting a late or out of term add/drop.**

1. Last Date of Participation:
2. If adding, can the student successfully complete the course?
3. Were you aware of extenuating circumstances? If so, when?

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 6: Submission Checklist**

- ☐ I have met with my academic adviser, discussed my extenuating circumstances, and determined the exception for which I am applying.
- ☐ I have provided my academic adviser with my petition so that they can complete Section 4.
  - ☐ *Late (After Deadline) or Out of Term Add/Drop.* I have provided my instructor with my petition so that they can complete Section 5.
- ☐ If necessary, I have gathered supporting documentation from medical providers.
- ☐ If necessary, I have gathered all additional required academic forms.
- ☐ By signing this document, I am granting permission for this document to be shared with the College of LAS Administrative Advisers and other necessary persons.

Student Signature: \_\_\_\_\_