Biology Undergraduate Petition  A university, like all institutions, must have rules and regulations. Occasionally however, unusual circumstances occur so that a student is unduly penalized by these regulations. A student may use this form to petition for an exception to any academic regulation, program requirement, or course substitution. Do not use this form to petition for readmission or to appeal a grade that you feel was improperly assigned by the instructor.

Undergraduate Petition Policy  https://www.wright.edu/academic-affairs/policies/undergraduate-petition-policy

Actions you may petition include but are not limited to:

- Request a course or transfer substitution (Substitute a course or apply a transfer course to a program requirement.)
- Regulation waiver (Request waiver of departmental policy or requirement.)

In these rare instances, the Undergraduate Petitions Committee may recommend approval of your petition.

Time limit on petition
Except in rare instances where extenuating circumstances warrant such action, petitions will not be reviewed for terms completed more than five years ago.

How to word your petition
It is important to state your petition as clearly as possible. Your opening statement should explain what you wish to petition-e.g., “I would like to petition for ANT 4990, to be taken in Spring 2019, to count toward my Life Science Electives.” Be sure to include dates and all other pertinent information. Explain the reasons an exception should be made. Explain what extenuating circumstances are preventing you from completing the pre-approved curriculum.

How to document your petition
Submitting supportive documentation (from a source other than you in addition to your personal documentation) is encouraged if you are asking for a regulation waiver. Supporting documents are not often needed for an appeal for a course substitution. Supportive documentation should verify your circumstances. Possible sources of such verification may include statements from your employer, doctor, professor, or anyone who can help validate your circumstances. Letters of support should be typed on letterhead paper and should confirm all relevant dates. Please be aware that these documents are often necessary to support your petition of a regulation waiver, but their submission does not guarantee approval of your petition.

What happens to the petition
Your petition first goes to the Biology Undergraduate Petitions Committee where it is either approved or denied. If your petition is approved, the committee chair will notify your academic advisor(s) of the exception. If denied, you may re-petition if additional information becomes available.

Where to get help
Return your completed petition, with any documentation attached, to the Department of Biological Sciences main office (Room 235 BH1). Alternatively, you can submit an scanned or typed petition to biology@wright.edu; please include “Undergraduate Petition” in the subject line. The Undergraduate Petitions Committee meets regularly throughout the academic year.
BIOLOGY
UNDERGRADUATE
PETITION FORM
PERSONAL STATEMENT

Check (✓) the appropriate box(es)

1. Actions you may petition:
   - □ Substitute course (Or apply a transfer course to a program requirement.)
   - □ Waive Regulation (Request waiver of institutional policy or requirement.)

2. Supporting documents attached:
   - □ Yes
   - □ No
   - If yes, indicate type
     - □ Advisor
     - □ Military
     - □ Employer
     - □ Medical
     - □ Other

3. Last date attended during term for which you are petitioning: ____________ (MM/DD/YYYY)

4. Term(s) for which you are petitioning (Fall, Spring, Summer and Year)

5. I would like to petition to: (attach additional pages if needed)

Signature ____________________________ Date ____________________________

Committee Action:
- □ Approved
- □ Denied
- □ Tabled
- □ For the record only
- □ Petition denied due to insufficient documentation. You may re-petition, accompanied by supporting documentation.

Committee remarks:

Please print clearly

Name (First Middle Last) ____________________________ Telephone Number ____________________________

Address ____________________________ Email Address ____________________________

City/State/Zip ____________________________ Major ____________________________

Are you currently registered? □ Y □ N ____________________________

Last term enrolled ____________________________

rev 10/30/2018