



BIOLOGY UNDERGRADUATE PETITION FORM

Department of Biological Sciences
235 Biological Sciences
3640 Colonel Glenn Hwy
Dayton, OH 45435-0001
(937) 775-2655
FAX: (937) 775-3320

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) <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
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PERSONAL STATEMENT**

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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

UID

Name (First Middle Last)

Telephone Number

Address

Email Address

City/State/Zip

Major

Are you currently registered? YN

Last term enrolled