

ACADEMIC PETITION



**SOUTHERN
ADVENTIST UNIVERSITY**

Records and Advisement

INSTRUCTIONS:

1. Consult with a faculty adviser regarding the request.
2. Submit the completed petition to the chair or dean.

Your chair or dean will make a recommendation regarding the request and forward the petition to the director of Records and Advisement. After acting upon the request, the director of Records and Advisement will forward the copies as specified below.

TO BE COMPLETED BY THE STUDENT

ID #: _____ NAME: _____ DATE: _____

EMAIL: _____ CONTACT PHONE: _____

MAJOR(S): _____ CLASS STANDING: _____

REQUEST AND REASONS: _____

NAME(S) OF FACULTY MEMBER(S) CONSULTED: _____

TO BE COMPLETED BY SPECIFIED FACULTY

ADVISER SIGNATURE: _____ Date: _____

COMMENTS: _____

CHAIR OR DEAN RECOMMENDATION: APPROVE DENY NO RECOMMENDATION

COMMENTS: _____

CHAIR OR DEAN SIGNATURE

DATE

TO BE COMPLETED BY RECORDS AND ADVISEMENT

DIRECTOR OF RECORDS AND ADVISEMENT: APPROVE DENY NO RECOMMENDATION

COMMENTS: _____

DIRECTOR OF RECORDS AND ADVISEMENT

DATE

COPIES: White—Records and Advisement; Yellow—Chair or Dean; Pink—Student