

JEFFERSON COMMUNITY COLLEGE
Watertown, New York

PETITION INFORMATION SHEET

A matriculated student must follow an approved curriculum as described in the College Catalog at the time of matriculation. Any request for deviation from these requirements must be submitted in **typewritten form** to the Petitions Committee. Requests must be based on sound **academic** reasoning. Such requests are considered by the Committee and their recommendation is submitted to the Vice President for Academic Affairs for final action. The decision in response to each request is communicated in writing to the student by the Vice President for Academic Affairs.

INSTRUCTIONS FOR COMPLETING THE PETITION FORM

- I. The student should clearly state the variance which is being petitioned, and where appropriate, identify the specific substitutions which are being requested. The petition should be written in a clear and concise manner.
- II. The rationale for the request should be precisely stated and should be based on sound academic reasoning.
- III. The signature of the petitioner's advisor and an indication of support or nonsupport of the petition **are required**. Advisor comments are encouraged.
- IV. The signature of the petitioner's Divisional Dean and an indication of support or nonsupport of the petition **are required**. Comments from the Divisional Dean are encouraged.
- V. PETITION FORMS ARE TO BE TYPED OR ADDITIONAL SHEETS DONE ON A COMPUTER MAY BE ATTACHED TO THE FORM.**
- VI. Failure to follow these instructions will result in non-action by the Committee.
- VII. Completed petition forms are to be submitted to the Office of the Vice President for Academic Affairs.

JEFFERSON COMMUNITY COLLEGE
Watertown, New York

PETITION

DIRECTIONS: TYPE THE PETITION AND OBTAIN REQUIRED SIGNATURES. PETITIONS SHOULD BE RETURNED TO THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS.

Name _____
Address _____
Curriculum _____

CWID # _____
Telephone _____
Class Year ____ Date _____

I ask permission to:

Rationale for request:

Student Signature _____

DO NOT WRITE ON OTHER SIDE - USE ADDITIONAL SHEET(S) IF NECESSARY

TO THE STUDENT: OBTAIN SIGNATURES IN THE ORDER GIVEN.

First: Advisor _____ Date _____
Support ____ Do Not Support ____

Comments:

Second: Divisional Dean _____ Date _____
Support ____ Do Not Support ____

Comments:

Final Action: Vice President for
Academic Affairs: _____ Date _____
Approved ____ Disapproved ____ No Action ____

Comments: