

**Augustana College**  
**Petition to the Committee on Advanced Standing and Degrees**

PLEASE PRINT

Student ID# \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

The student is responsible for obtaining all signatures. No incomplete petitions will be considered. All appropriate supporting documentation must be provided and/or requested by the student. Forms are due a minimum of three business days prior to the committee meeting for the petition to be considered. Late petitions will be considered at the following meeting. Please see the Office of the Registrar for the dates and times of the scheduled meetings each term. Students are not present at meetings unless requested by the Committee.

Major (s): \_\_\_\_\_ Advisor(s): \_\_\_\_\_

I am requesting an exception/waiver of published faculty policy for: **(check all that apply)**

\_\_\_\_\_ waiver of the final 12 cr.      \_\_\_\_\_ late add or drop request      \_\_\_\_\_ concurrent registration  
\_\_\_\_\_ repeat a graded course (requires dept. chair signature)      \_\_\_\_\_ other: \_\_\_\_\_

**Rationale Statement:**

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(Continue on the back or the student may attach a document to this petition or send an email to the Registrar)

Student Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Active email address: \_\_\_\_\_ Cell number: \_\_\_\_\_

Supporting statement of advisor (optional): \_\_\_\_\_

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Advisor Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Supporting statement from department chair, division chair, and/or instructor (optional): \_\_\_\_\_

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

**Additional policy information is on the back of this form and should be consulted carefully prior to submitting a request.**

Return this completed and signed form to the Office of the Registrar, 109 Founders Hall  
FAX 309-794-7544

Action of Committee: \_\_\_\_\_

Notified student: \_\_\_\_\_

By: \_\_\_\_\_

Recorded in Colleague: \_\_\_\_\_

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

Note: \_\_\_\_\_

Fees: \_\_\_\_\_

## **Information for Students Wishing to Submit a Petition to the Committee on Advanced Standing & Degrees**

### Statement of AS&D Procedure

By providing numerous planning tools and opportunities for academic advising, the college makes every attempt to see that all students may graduate with a single major within four years. However, students may choose programs or opportunities that include additional requirements which may extend the degree beyond four years. The student assumes the responsibility for seeing that all requirements are complete regardless of the time required and agrees to pay all tuition and fees associated with those choices. The Committee on Advanced Standing & Degrees (AS&D) does not waive degree requirements, tuition or fees for participation in those programs. Students who feel they have a rare and exceptional circumstance, may petition for a waiver.

The AS&D committee wishes to inform students that petitions are not routinely granted for:

- scheduling convenience of the student;
- creating a lighter course load for the student;
- changes in major/minor or adding multiple majors/minors;
- poor planning on the part of a student;
- failure to adhere to well published policies and deadlines;
- acceleration of graduation;
- students who have repeatedly dropped coursework;
- poor performance or poor attendance in coursework;
- avoidance of tuition and/or fees; or
- students who interrupt their enrollment at the college for one or more semesters.

Students should consult the college catalog for all current faculty academic policies.