

# Augsburg College

## Petition to the Committee on Student Standing

Committee decisions are based on the policies and dates published in the Augsburg College Catalog, the Augsburg College Guide and the ACTC Class Schedule. Please review these publications and clearly explain any extenuating circumstances to support your petition and provide appropriate supporting documentation.

**Registrar's  
Office Use Only:**

Date received

### Please read and follow the instructions carefully:

- If you are requesting a change to your schedule, include a signed Drop/Add Form.
- Recommendation and signature of department chair, advisor or instructor are required for the petition to be considered.
- **Petitions for waivers of registration deadlines must have a check or cash in the amount of \$50.00 attached to the petition.**
- Return completed form to the Registrar's Office for Committee action.
- You will be notified by mail of the committee's action (see other side).
- Extenuating circumstances (such as a medical situation) must be accompanied by a physician's statement
- Petitions received after noon (12 pm) the day prior to the next meeting will not be read until the subsequent meeting.

Date \_\_\_\_\_ Student PO # \_\_\_\_\_

Name of Student \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Major \_\_\_\_\_

FRESH  SOPH  JR  SR

DAY  WECITQE  GRCD

### Request and Explanation:

(Mwuv'dg'rgi kdrq0Cwcej "ugr ctcvg'r ci g'kh'pgeguuct {0)

@augsbuurg.edu

Student Signature

Email Address

Date

**SEE OTHER SIDE**

**Comments of Instructor, Advisor and/or Department Chair:**

(Petitions without comments and a signature from at least one of the above will not be accepted.)

	@augsborg.edu		
_____ Instructor signature	Email Address	Phone #	Date
	@augsborg.edu		
_____ Advisor signature	Email Address	Phone #	Date
	@augsborg.edu		
_____ Departmental Chair signature	Email Address	Phone #	Date

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**Committee Action**

Approved       Denied

NOTE: If you are granted permission to make a change in registration, you must fill out the appropriate form at the Enrollment Center to make the change official. Please bring the approved petition form with you when you process the change.

**For the Committee**

_____ Registrar	_____ Date
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