Process: A student may complete a form (appendix A), identifying the request and briefly explaining the request. The student requesting an extension of the deadline may include any supporting documents they feel will assist in the determination of whether to grant the deadline extension or rule variation. Supporting documents may include: advisor notes, dean’s note, medical note, etc. A subcommittee of CAR could convene during the academic year to address the requests. The subcommittee could consist of one faculty member, one dean (preferably the Dean of Students), and the Registrar, or the Registrar’s designee. If there is a course in question, the instructor(s), and when necessary, the chair and the student's dean, should be consulted for the information that they bring regarding the situation, but not as part of the decision-making process. The committee will reach out to the instructor asking if they support the petition, do not support the petition, or would prefer to stand aside. After the subcommittee has made a determination, the requesting student will be notified of the decision within 3 business days: approved, not approved or more information needed. If more information is required, the student will have 5 business days to provide the requested information.
PETITION TO THE COMMITTEE ON ACADEMIC REQUIREMENTS

The Committee on Academic Requirements (CAR) is a faculty committee charged with the administration of faculty regulations concerning academic standards and requirements. Requests for waivers are carefully evaluated by the committee and if need be forwarded to the approving body. Please see page 2 (reverse) to review the process.

Instructions: Complete this form and return to the Registrar’s Office. Use one form per request/course. Please date your signature. All requests must have a stated reason, for example, circumstances beyond the student’s control such as illness or family emergency.

NAME_____________________________________________ ID# _______________________
EMAIL ADDRESS______________________________________ GRAD YEAR ____________
MAJOR(S)_________________________________________________________________________
MINOR(S)________________________________________________________________________

I hereby petition the Committee to permit me to:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Course Information: _________________________________________________________________

<table>
<thead>
<tr>
<th>Crs Ref No</th>
<th>Subj Num</th>
<th>Sec</th>
<th>Course Title</th>
</tr>
</thead>
</table>

Reason for request (if you missed a deadline, please include a brief explanation why *):

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Student’s Signature: ____________________________ Date: ____________

*All requests must include a reason. Please use additional paper if you need more space or attach more pages.

STUDENTS – DO NOT WRITE IN THIS BOX

Committee Action:  □ Approved  □ Denied  □ More information needed

□ Recommended for Approval (to approving body)

Comments:______________________________________________________________

__________________________________________________________________________________
__________________________________________________________________________________

Student Notified: _______________________________________________________

iss 9/22, ts9/1