

Swarthmore College
Office of the Registrar
610-328-8297
registrar@swarthmore.edu

PETITION TO THE COMMITTEE ON ACADEMIC REQUIREMENTS

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.

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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: _____

Crs Ref No Subj Num Sec

Course Title

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: _____