

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. Extenuating circumstances of a medical nature must be accompanied by a physician's statement.

**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 P.O. of the committee's action (see other side).
- 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 WEC GRD

Request and Explanation:

(MUST BE LEGIBLE)

@augsborg.edu

Student Signature

Email Address

Date

SEE OTHER SIDE

