

John D. Odegard School of Aerospace Sciences
Aviation Department

SUBJECT: II.9 Petitions (revised 09/2017)

PURPOSE: This policy addresses procedures for students to petition to vary from the academic policies, procedures, or requirements of their particular degree program.

POLICY: If a student feels that his/her situation warrants a variance from any published academic policy, procedure, or requirement, the student should discuss the issue with his/her academic advisor. After consultation with the advisor, the student should obtain a petition form. The student should prepare a clear, well-written, detailed explanation of the situation and why they believe the petition should be granted.

If the academic advisor is comfortable acting on the petition, the advisor should recommend either approval or disapproval and forward the petition to the Assistant Chair of Academics.

If the Assistant Chair of Academics believes the petition presents a unique issue, or for any other reason would like the opinion of the faculty as a whole, the petition may be presented to the faculty at the next scheduled faculty meeting or other meeting where a substantial number of the faculty members will be present. After hearing the petition and discussing the issue, the faculty should vote to either approve or disapprove the petition.

The Assistant Chair of Academics should then recommend approval/disapproval, based upon faculty feedback and forward the petition to the Dean. After acting on the petition, the Dean will forward the petition to the appropriate committee.