

Mills College

Petition to the Academic Standing Committee

Please Check One:

Undergraduate

Graduate

Mills ID: _____ Name: _____ Date: _____
Last First M.I.

To the Student: You must indicate the reason for your petition and state clearly why you feel Mills College should make an exception to its policy in your case. Please be clear about the policy for which you are petitioning. If there is a medical basis for your petition, please attach appropriate documentation. Present your petition to your advisor and to the instructor(s) concerned (if applicable). Give them each a copy of the "Petition Comment Form" to complete and return directly to the M Center in Carnegie Hall. All petition forms should be submitted to the M Center by noon two days before the next Academic Standing Committee (ASC) meeting. Contact the M Center for the ASC's meeting schedule.

- | | |
|---|---|
| <p>_____ Add course(s) after Add Deadline*</p> <p>_____ Drop course(s) after Drop Deadline*</p> <p>_____ Withdraw from course(s) after Withdrawal Deadline (a "W" grade will appear on the transcript)*</p> <p>_____ Change to Letter Grade Option after deadline</p> <p>_____ Retroactive Add (to add a course after the end of the term)*</p> <p>_____ Retroactive Drop (to drop a course after the end of the term)*</p> <p>_____ Retroactive Withdrawal (to withdraw from a course after the end of the term; a "W" grade will appear on the transcript)*</p> | <p>_____ Extension of time for Incomplete</p> <p>_____ Concurrent Enrollment at _____</p> <p>_____ Waiver of Senior Residency Requirement (UG only)</p> <p>_____ Overload (max 4.5 credits for GR; 5.75 credits for UG; entering UG students are not eligible)</p> <p>_____ Other _____</p> |
|---|---|

*The fee for late adds, drops or withdrawals is \$150. Therefore, if your petition to add, drop or withdraw from a course after the deadline is approved, the late fee of \$150 will be applied to your account.

The ASC reviews requests by students to make exceptions to academic policies or procedures. While the ASC will make decisions on petitions of an academic nature, the decisions have no bearing upon requests for tuition refunds. Such policy is governed by the College refund policy, stipulated in the catalog.

State all pertinent information i.e., course number(s), title(s), term, etc. In the case of overload, all courses must be listed below along with the total number of credits with the overload. Use a separate sheet if necessary.

Reason for Petitioning: _____

Student's Signature: _____

Student's Address: _____

Check this box if you would like this address to be added to your record to replace your current mailing address.

Student's Phone Number: _____

Student's Email Address: _____

Advisor's Signature: _____

Signature does not replace the need for a completed Advisor Comment Form to be submitted to the Committee.

Note: This is a request for an exception to a college regulation established by the faculty. A student may not assume that the exception will be approved, and is forewarned to continue with her/his present program until and unless the exception is approved.