

OFFICE OF THE REGISTRAR

Academic Petition Form

Student Portion (to be completed by the Student)

Student Name (Last, First) _____ Phone Number _____

Student ID# _____ Graduation Year _____ Date _____

Reason for Petition Late Add Late Drop/Withdrawal Course Overload
 Part-Time Status Requirement Exception Other (please specify)*If required, fill out course information:*

Course # (e.g. ALS 300) _____ Section # _____ Course Title _____

Instructor _____ Module _____ Semester Fall Spring Year _____

For course overload or part-time status, have your Program Director complete the Advisor portion of the form below.

Provide a rationale for your request. You may attach additional pages if necessary.

When this portion is complete, email this form to your Instructor and Advisor. They will send to the Registrar.

Instructor Portion (to be completed by the Instructor)*Please comment on the student's rationale statement above. You may attach additional pages if necessary.*

Printed Name _____ Signature _____ Date _____

Email this form to registrar@kgi.edu**Advisor/Dean Portion (to be completed by the Advisor or Dean)***Please comment on the student's rationale statement above. You may attach additional pages if necessary.*

Printed Name _____ Signature _____ Date _____

Email this form to registrar@kgi.edu