



Student Petition Guidelines

Petitions are reviewed every two weeks. Students who have questions about their petition should contact their Academic Success Counselor. Petition results will be sent to the student via U.S. Mail within a week after the petition has been reviewed by the committee.

General Guidelines

- Petitions must be submitted within 90 days from the end of the module/semester in question.
- Petitions not submitted on the proper form will not be reviewed.
- Be sure to indicate if you are petitioning course charges, academic marks, or both.

Medical Issues

- Attach signed and dated medical documentation.

Military Obligations

- Attach copy of military orders, dated and signed by commanding officer.

Death of Immediate Family Member

- Attach a dated obituary/death certificate/article
- Attach documentation showing relation to the deceased

Family Emergency

- Attach copy of travel ticket
- Signed, dated medical documentation (if applicable)

Please note: Any petition submitted for processing should always include *relevant* documentation to support your claims. Petitions submitted without supporting documentation will likely be denied. Once your petition has been reviewed, the committee will notify you via mail of its decision.

Depending on the issue, approval or denial of your petition may have Financial Aid/disbursement implications.

Students are ultimately responsible for the completion of this form.



STUDENT PETITION REQUEST

First Name _____ Last Name _____

Student ID # _____

Address _____

City _____ State _____ Zip _____

Contact Phone _____ E-mail _____

| | | | |
|----------------------|--------------------------------------|-------------------------|--|
| STUDENT TYPE: | <input type="checkbox"/> ONLINE | PETITIONING FOR: | <input type="checkbox"/> ACADEMIC REASONS |
| | <input type="checkbox"/> MAIN CAMPUS | | <input type="checkbox"/> FINANCIAL REASONS |

| COURSE(S) | MODULE/SEMESTER(S) |
|-----------|--------------------|
| | |

My reason for petitioning is:

NOTE: Please write clearly. You should attach a typed letter and additional documentation supporting your petition.

STUDENT'S SIGNATURE **DATE**

Please send petitions and supporting documentation to:

BY MAIL
 Post University: Academic Success & Retention
 800 Country Club Rd.
 Waterbury, CT 06708

BY FAX
 ATTN: Academic Success Counselor
 (203) 841-1167

| FOR OFFICE USE ONLY | | |
|--|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED | <input type="checkbox"/> NO ACTION |
| Reason: _____ Signed: _____ Date: _____ | | |
| <input type="checkbox"/> CHANGES APPLIED | <input type="checkbox"/> INTERACTIONS | <input type="checkbox"/> LETTER SENT |