

# PETITION

Submit form to registrar@stolaf.edu after obtaining required signatures.

ST. OLAF COLLEGE  
Registrar's Office

## Student Information

ID: \_\_\_\_\_ Name: \_\_\_\_\_

Class year: \_\_\_\_\_ Advisor: \_\_\_\_\_ Department of advisor: \_\_\_\_\_

Email address: \_\_\_\_\_@stolaf.edu

Semester	Academic Year	Department	Course number	Section	Instructor

## Petition Type

Late add  Withdrawal  Graded to S/U  S/U to Graded Other: \_\_\_\_\_

## Student Rationale for Petition (required):

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

## Instructor Support/Lack of Support and Comments:

\*Not required for graded to S/U or S/U to graded

Required for withdrawals: Approximate grade to date \_\_\_\_\_ Last date of attendance \_\_\_\_\_

Instructor signature \_\_\_\_\_ Date: \_\_\_\_\_

## Advisor Comments (required):

Please comment on the impact this action may have on the progress toward the student's degree completion.

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**See back for policies/guidelines and student signature.**

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## Petitioning Procedures

Please note college policy for late registration changes: <https://catalog.stolaf.edu/academic-regulations-procedures/changes-registration-petitions-late-changes/>

### Please follow these procedures completely and in the order listed:

1. Read the guidelines below for petitioning, plus the appropriate entries in the St. Olaf Academic Catalog.
2. Complete all sections of the form, paying special attention to the rationale for your request. Supporting documents may be attached but may not replace the statement of the rationale.
3. Obtain signature(s) and comments from the appropriate faculty (note that for S/U changes, the advisor's signature is required, but students should not request the signature of the course instructor).
4. Return the completed form to the Registrar's window, Tomson Hall 140 or email to registrar@stolaf.edu.

### Guidelines

Please read these guidelines carefully before preparing a petition. Students should also read the appropriate entries in the St. Olaf College Academic Catalog, such as: Graduation Requirements, Grade Requirements for the Major, Graded and Ungraded Courses, Deadlines, Petitions, Adding Courses, Dropping Courses, Late Add (Courses), Late Drop (Courses), S/U Option, S/U Changes.

If a petition for a withdrawal is granted, a notation of W will be made on the student's transcript. The course will not be removed from the student's record. If a student is dropping a course they never attended, the instructor must verify lack of attendance.

The graduation requirements of the College, including general education, cannot be waived. In rare cases, an Ole Core requirement may be fulfilled by alternate means, but not waived. For more information about an alternative route, please consult with the Registrar.

**Responsibility for meeting graduation requirements rests entirely with the student.** Students must be cautious about dropping courses or making S/U changes.

The Registrar may approve or deny a student petition, or forward it directly to the Curriculum Committee. The Registrar will deny any petition submitted after the scheduled final exam period for that course has begun. If the Registrar enters a decision, students may appeal the decision by resubmitting the petition to the Registrar, who will forward it to the Curriculum Committee. The Curriculum Committee will consider an appeal only in cases where the student has provided **substantial, new information** regarding the petition. Decisions of the Curriculum Committee are final.

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Action of the Registrar: \_\_\_\_\_

Signature of Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Action of Curriculum Committee (on appeal of decision of Registrar): \_\_\_\_\_

Signature of Curriculum Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Curriculum Committee Action:

### Staff use only:

Date changes were made:

Entered in notes:

Date student was notified: