



OFFICE OF THE REGISTRAR

# Academic Petition Form

Please complete the form below. Once completed submit to the Registrar's Office at [registrar@kgi.edu](mailto:registrar@kgi.edu).

## 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 \_\_\_\_\_

## Program Director Portion (to be completed by the Program Director)

Please comment on the student's rationale statement above. You may attach additional pages if necessary.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Dean Portion (to be completed by the Dean)

Please comment on the student's rationale statement above. You may attach additional pages if necessary.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_