# MALONE UNIVERSITY
## Graduate Academic Petition

**STUDENT NAME:** _____ **DATE:** _____
First Last

**PROGRAM:** _____

**INSTRUCTIONS (in sequential order):**

1. Complete the top portion of this petition and submit it to the Academic Program Director responsible for the course, major or policy under review. Attach any pertinent information or documentation that may support your request. Based upon the information submitted and other relevant factors, the appropriate authority will make a recommendation to affirm or deny the petition. Sign, date and forward the petition to the Office of the Registrar.

2. After assuring that the appropriate authority has completed the initial review of the request, the Registrar will review and comment based on institutional policy. Upon review, the Registrar will sign and forward the petition to the Associate Provost (for university-level action). No action is considered official until approved and signed by Associate Provost. Should steps in this process be omitted or incorrectly processed, the Registrar will re-route the petition back to the appropriate authority for review and action.

3. The completed petition will be returned to the Office of the Registrar as a permanent record of the final action with a copy of the document being returned to the student.

**I REQUEST PERMISSION TO (state specifically what you would like done):** _____

_____

_____

**RATIONALE (state in a clear and concise way why the above request should be granted and what supports your request):**

_____

_____

_____

_____

_____

Student Signature: _____ Date: _____

**PROGRAM DIRECTOR:**

_____

_____

_____

Signature: _____ Date: _____

**REGISTRAR'S COMMENTS:**

_____

_____

_____

Signature: _____ Date: _____

**ASSOCIATE PROVOST (appropriate authority):**

_____

_____

_____

Signature: _____ Date: _____