

PETITION FOR STUDENTS SEEKING AN ACADEMIC ACCOMMODATION TO THE UNIVERSITY STUDIES QUANTITATIVE COMPETENCY REQUIREMENTS

Academic Accommodation Petition Checklist

A signed *Academic Accommodation Petition* (this form)

A personal statement outlining the reasons for the request and an explanation of the difficulties you have experienced in quantitative courses

A complete listing of the quantitative courses you have attempted to date

Unofficial transcripts from all colleges and high schools you have attended

Evidence that you have actively pursued academic support; which may include letters of support from professors, high school teachers, tutors, math instructors, lab instructors, Student Support Services, Disability Resource Center, Academic Resource Center and/or academic advisors

A letter with a student release of information form documenting your need for an academic accommodation from the Disability Resource Center

Procedures

Consideration for an academic accommodation is done on a case-by-case basis. You should initiate the process through your Academic Advisor as soon as it is apparent that an academic adjustment needs to be considered and after a plan of study has been selected.

This *Academic Accommodation Petition* should be prepared as early as possible in your undergraduate career and certainly no later than the semester prior to your last year so that you will have ample time to complete the requirements. You should submit all materials to your Academic Advisor, who will then forward them to the Chair of the General Education Subcommittee. Please note that academic accommodations, if granted, do not guarantee a degree especially if you later change majors or institutions.

Student Name:

[First]

[Middle]

[Last]

Student Major:

Student Banner ID:

Student Contact Information:

Phone:

Mailing Address:

Email Address:

Student Signature

[date]

Advisor Signature

[date]

(indicating awareness of submission of this petition)