



Note: Issues dealing with grades may not be petitioned. The assigning of grades is the contracted responsibility of the professor. Any issues relating to grades must be directed to the professor involved.

1. The Academic Petition allows students to request an exception to academic policy, practice, or procedure at Edison State College.
2. Check number one if you are requesting a substitution or waiver of a program requirement, and attach written approval.
3. Check number two if you are requesting any other exception to academic policy, practice, or procedure, and attach required documents. If you are a BAS student, please attach the written approval from the BAS Admissions Committee.
4. Consider the importance of the petition and carefully organize a letter of explanation and attach it to this form. Clearly detail the nature of your request. Present reasons, documentation, or other relevant evidence supporting the request.
5. Fill in ALL student information on the reverse. **Petitions are not processed unless all information is filled in.**
6. When appropriate, provide transcripts from other institutions; course descriptions from other institutions; and documentation. Please staple or clip all documentation to this form.
7. Submit petitions to:  
  
Charlotte Campus: Campus President's Office  
Collier Campus: Campus President's Office  
Hendry/Glades Site: Director/Hendry/Glades Counties  
Lee Campus: Office of the Registrar
8. Academic petitions are treated individually, and are processed as quickly as possible. Since it may require time to analyze the request, assemble additional information, and to research applicable Florida state laws, Florida State Board of Education Rules, Edison State College District Board of Trustees Policies, and official District Procedures, complete analysis and a thoughtful decision may take some time.
9. All decisions on academic petitions are forwarded to the student in writing.
10. Additional requirements must be met beyond those addressed in the petition if an appeal is made on a denied petition. Please see the directions on the Final Academic Appeal form.

Charlotte Campus  
26300 Airport Road  
Punta Gorda FL 33950

Collier Campus  
7007 Lely Cultural Pkwy  
Naples FL 34113

Hendry/Glades Service Area  
4050 Cowboy Way  
LaBelle FL 33935

Lee Campus  
8099 College Pkwy  
Ft. Myers FL 33906

**Student Request for Official Academic Petition**

**Before completing this form, please carefully read the instructions listed on the reverse side.**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Reason for Petition:

- 1. Substitution or waiver of a program requirement (Attach required written approval.)
- 2. Exception to an academic policy, practice, or procedure. (Please follow directions on reverse)

Degree:  AA  AS  CT  BAS Intended major/program: \_\_\_\_\_

Anticipated graduation (year/term): \_\_\_\_\_ Catalog year: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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(Do not write below this line. For College Use only)

Approved  Denied

\_\_\_\_\_  
Signature of College Administrator

\_\_\_\_\_  
Date

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_