

# Student Request for Official Academic Petition

*The Academic Petition allows students to request an exception to academic policy, practice, or procedure at Edison College.*

**Note: Grade disputes may not be petitioned. Any issues relating to grades must be directed to the professor involved.**

**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.**

1. On the front of this petition, check number one (1) if you are requesting a substitution or waiver of a program requirement, and attach written approval of an academic dean.
2. Check number two (2) if you are requesting any other exception to academic policy, practice or procedure, and attach supporting documentation. If you are seeking an exception to an admissions requirement for a BAS program at Edison, attach the written approval from the BAS Admissions Committee.
3. Fill in ALL student information on the reverse. **Petitions are not processed unless all blanks have been completed.**
4. When appropriate, provide transcripts and course descriptions from other institutions to support your request. Please staple or clip all documentation to this form.
5. 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
6. All decisions on academic petitions are forwarded to the student in writing.



# EDISON COLLEGE

Charlotte Campus  
26300 Airport Road  
Punta Gorda FL 33950

Collier Campus  
7007 Lely Cultural Pkwy  
Naples FL 33962

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_