



Petition Form

OFFICE OF THE PROVOST

Name: _____ SID: N _____
Last, First, Middle Initial

Phone: _____ Box: _____

Anticipated Graduation Date: _____ Year: 1st 2nd 3rd 4th 4th+

Contract: _____

Petition applies to: ☐ Fall ☐ Spring ☐ January ISP ☐ Summer ISP

Academic Year: _____

Instructions: Complete this petition and obtain required signatures. Include an explanation in the area provided and attach supporting documentation if necessary.

***Important:** If you are seeking a petition to renegotiate a contract, the Office of the Provost does not handle late contract renegotiation. You should submit a request to the Student Academic Status Committee. Contact the Office of the Registrar for more information.*

The petition relates to:

☐ ISP/Contract Submission Deadline

***Note:** If this pertains to the policy (Faculty Handbook Section 6.8.1) requiring first-year students to complete their first ISP on-campus, complete and submit the ISP Off-Campus Petition.*

☐ Thesis Only contract

☐ Liberal Arts Curriculum Requirement

____ Social Sciences
____ Natural Sciences
____ Humanities

☐ Commencement/Graduation

☐ Area of Concentration: _____

____ General Studies
____ Divisional
____ Joint-Disciplinary

____ Double Area of Concentration
____ Special Program

☐ Off-Campus Study

☐ Leave of Absence

☐ Registration Adjustment (after deadline)

- Provisional AOC (The form is due the Friday after Fall/Spring Break for 5th Term students.)
- Thesis Prospectus (The form is due the Friday after Fall/Spring Break for 6th Term students.)
- Baccalaureate Committee Membership (A student may not hold a baccalaureate examination until two weeks after filing a new form.)

☐ Special Exception: _____

Explanation for petition request: (Please attach a separate page if needed.)

Student Signature

Date

To signers: Signatures indicate you have read this petition. Indicate whether you approve or disapprove the petition. Supplementary statement may be e-mailed to provost@ncf.edu for attachment to the petition.

Contract or Thesis Sponsor*

Name & Signature: _____

Recommend: ____ Yes ____ No Date: _____

*PLS NOTE - if this is a Thesis Only contract petition, have your thesis sponsor sign here rather.

Comments:

Office Use Only

Action: _____ Considered _____ Granted _____ Denied

Comments:

Provost Office Signature: _____ Date: _____
Provost/Associate Provost

Decision results sent to: Student _____ Contract Sponsor _____ Associate Provost _____

Date Decision Entered in Banner: _____