



ACADEMIC PETITION

Student Instructions

Complete academic petition below. Attach a typed personal statement explaining the circumstances of your request. Include any relevant documentation (e.g. health practitioner’s note, letter of support from instructor, etc.). Sign and date petition and return to media-ssc@illinois.edu or to your academic advisor. Petition requests are not guaranteed. You should allow 7-10 business days for a response from the Media Student Services Center.

Student Information

Name _____ Email _____
UIN _____ Major _____ Advisor _____

Type of Petition

COURSE LATE DROP Course: _____ CRN: _____ Instructor: _____
Explain why you are requesting a late drop of this course and why you could not have anticipated needing to drop the course prior to the term deadline. If this course was more affected by circumstances than others, you should elaborate. If you are enrolled in the course, you should keep attending until you receive a final decision.

LATE REQUEST OF CREDIT/NO CREDIT Course: _____ CRN: _____
Attach Credit/No Credit form. Explain why you could not request the Credit/No Credit option before the established term deadline.

OTHER (discuss with academic advisor prior to submitting)

I attest that the explanation that I have provided and any supporting documentation I’ve attached is complete and accurate.

Student Signature _____ Date _____

Office Use Only

Advisor evaluation of student history:

Advisor Initial and Date

Reviewer 1 (Initials)

Reviewer 2 (Initials)

FINAL REVIEWER EVALUATION DECISION

Approved

Denied

Entered into portal (Dean Initial and Date)