

**CHEYNEY UNIVERSITY OF PENNSYLVANIA
ACADEMIC AFFAIRS ADVISORY COUNCIL PETITION**

How to file a Petition

- Secure petition form online and print. (Cheyney.edu > Provost)
- Complete personal information at top of form (name, ID#, address, classification, etc).
- Answer the three questions listed on the petition form; **DO NOT** hand write. Explanations **MUST** be done in MS Word (or similar software); include name and ID number on the document; print out and attach to petition. Please be as detailed and clear as possible.
- Secure signatures as listed on petition form (Advisor, Department Chair and Dean).
- Attach copy of unofficial transcript (can be obtained from student's Power CAMPUS Self Service).
- Attach any support documentation related to the appeal.
- Submit completed petition form to the appropriate Dean; seek assistance from department to identify the Dean (*School of Arts & Sciences OR School of Education & Professional Studies*).
- Students should inquire how to follow up on the outcome of their petition.
- Official letters regarding the decision will also be prepared and mailed to students at the address provided on the petition. The appropriate administration and/or departmental offices will be copied on this correspondence.
- If a student wishes to appeal a decision made by the Academic Affairs Council, they may only do so by submitting new pertinent information applicable to their original petition.

****Incomplete petitions will not be accepted.***

CHEYNEY UNIVERSITY OF PENNSYLVANIA

ACADEMIC AFFAIRS ADVISORY COUNCIL PETITION

Date _____

Last Name First Name Middle Initial Student ID Number/SSN#

(Local Address) Street/P.O. Box City State Zip Code

Telephone Number Cheyney email address (no personal email addresses) Total Credits Earned

Major Name of Faculty Advisor

Classification(check appropriate box): Freshman Sophomore Junior Senior

REMINDER: PLEASE ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT WITH YOUR PETITION.

1) State the problem(s) relating to academic regulations that you want the Academic Affairs Advisory Council to review.

*****(DO NOT hand write. Explanations MUST be done in MS Word (or similar software) include name and ID number on the document; print out and attach to this petition)***

2) State what action(s) you would like the Council to take to remedy the problem(s). [Attach additional pages if needed].

*****(DO NOT hand write. Explanations MUST be done in MS Word (or similar software) include name and ID number on the document; print out and attach to this petition)***

3) Clearly state your rationale or justification for the action you want the Council to take. [Attach additional pages and supporting documents if appropriate].

*****(DO NOT hand write. Explanations MUST be done in MS Word (or similar software) include name and ID number on the document; print out and attach to this petition)***

Student Name: _____ **Student ID Number** _____

Date _____

Advisor _____

Approval Recommended

Approval Not Recommended

Comments: _____

Date _____

Chairperson _____

Approval Recommended

Approval Not Recommended

Comments: _____

Date _____

Dean _____

Approval Recommended

Approval Not Recommended

Comments: _____

