

## **Cheyney University Policy Number AA-2010-1078**

### **Policy on Petitions**

**Approved by:** Academic Affairs Council/President's Council

**History:** Issued -- 3/3/10  
Revised -- N/A  
Additional History N/A

**Related Policies:** N/A

**Additional References:** N/A

All petition requests pertaining to taking a class at a host institution, late additions to classes after the add/drop period, individualized instruction and overload requests to take twenty-two (22) credits or less will be decided by the Dean's Office. All other requests will be submitted to the Academic Affairs Council for a decision.

If new information becomes available and the student wishes to appeal the decision made by the Dean's office, the student may resubmit an Appeal to the Academic Affairs Council for reconsideration. The student must attach a copy of the decision from the Dean's Office and the original petition information that was initially submitted with his/her Appeal.