

Committee on Academic Standing Petition for Academic Exception File Center Norton, Massachusetts 02766	Phone: 508.286.8215 Fax: 508.286.5621
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PLEASE PRINT CLEARLY

Name:	Class Year:	Date:
ID# :	Phone Number:	Campus Box#:
Faculty Advisor:	Are you a student petitioning to drop below three credits? You must meet with a staff member in Academic Advising to review the impact of changing from full-time to part-time student status before submitting the petition form.	
I wish to petition to: (If course-related, please include course number and title.)	Are you an international student? Students must meet with Global Education when changing to part-time status.	
	Are you a student athlete ? Student athletes are no longer eligible to engage with their sport when changing to part-time status. Students must meet with NCAA Compliance Officer in Athletics.	
	Are you a nursing student? Nursing students must met with a nursing advisor before making course and program adjustments	

Reason for this petition: Please attach a separate sheet to provide rational for your requested policy exception. If dropping/withdrawing from a course please have the instructor sign **Instructor Signature:** _____

Advisor Support:

 Faculty MAP/ Major Advisor Signature Print

Committee Decision(office use only): Approved Denied

Please note you will receive the committee decision via your Wheaton email account. Return the completed form to academic_standing@wheatoncollege.edu Please see next page for policy information.

Policy Information

Please refer to the most recent college catalog for policy detail.

1. COURSE DROPS: Dropping a Course Before the Published Deadline

- Dropping to 4.0 credits will not create a deficiency for this semester; a CAS petition is not needed.
- Dropping below 4.0 credits will create a deficiency unless you have more than the typical number of cumulative credits.
- If your petition is approved and you have a deficiency, refer to #3 and #4.
- In all cases, continue to attend class until you receive the Committee's decision.

2. COURSE WITHDRAWAL: Withdrawing from a Course After the Published Drop Course Deadline

- Course withdrawals are considered only for documented, extenuating, or crisis situations.
- A WD notation will be recorded next to the course on your transcript.
- Your advisor or professor's signature is only in support of the petition; it is NOT an approval to withdraw.
- DO NOT STOP ATTENDING CLASS UNTIL YOU RECEIVE THE COMMITTEE'S DECISION. You will be responsible for missed work if your petition is denied.

3. TRANSFER/SUMMER COURSES

- All summer or January courses taken in the US must be approved by the Wheaton department chair and submitted to the Office of the Registrar. Courses taken outside the US must be approved by both the department chair and the Center for Global Education.
- Please note that Connections and Divisional requirements CANNOT be completed off campus.
- Refer to the Transfer of Credit form available in the Office of the Registrar for complete guidelines relative to transfer credit.

4. COURSE DEFICIENCIES AND INSTITUTIONAL FUNDING

- Although credit deficiencies can be made up by taking additional Wheaton courses or summer courses, recipients of need based financial and merit scholarships should be aware that there is an eight-semester limit on institutional funding.
- Carrying less than a four-course course-load may result in the loss of institutional funding should additional semesters be required to complete the degree.

5. PART-TIME STATUS (2.9 credits or less): When Petitioning for Part-Time Status, remember:

(If you are planning to register for one credit in a semester, please contact SFS directly.)

- On-campus housing is designated for full-time undergraduate students. Students considering part time status should contact Residential Life if they are interested in on-campus housing.
- Part-time status can directly impact your eligibility for insurance benefits, financial aid, loan deferments, and veterans benefits, please contact SFS directly.
- If approved, the petition to the Committee on Academic Standing does not determine if you may be billed per-course tuition. This request must be directed to the Office of Student Financial Services.
- If you are a student-athlete: To be eligible to represent an institution in intercollegiate athletics competition, or participate in organized practice sessions, a student-athlete must be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. You MUST meet with the NCAA Compliance Officer in the Department of Athletics.
- If you are an international student: There are strict guidelines that determine whether an international student may or may not stay in the United States if they drop below full-time status (a minimum of three courses). Therefore, you MUST meet with the Associate Director for International Student Services in the Center for Global Education.