Lewis & Clark College

College of Arts and Sciences
Office of the Registrar
0615 S.W. Palatine Hill Rd MSC 108
Portland, Oregon 97219-7899
Phone 503.768.7335
Fax **503.768.7333**
E-mail reg@lclark.edu
www.lclark.edu

PETITION FOR MODIFICATION OF ACADEMIC REQUIREMENTS

Academic regulations are approved by the faculty of Lewis & Clark College and may be modified only upon the approval by the Curriculum Subcommittee on Petitions, Appeals and Student-Designed Majors (Petitions Committee). The purpose behind all academic regulations is to preserve the integrity of the Lewis & Clark degree. The task of the Petitions Committee is to ensure that exceptions to the regulations are granted only after careful consideration of all the facts, and are made with consistency and fairness.

The Petitions Committee is a subgroup of the faculty members currently serving on the Curriculum Committee. Upon the request of the petitioning student, the student member of the Curriculum Committee may join the Petitions Committee for the hearing of the matter.

PROCEDURES

1. ***The requested information must be typed. No handwritten petitions will be accepted.*** The form can be filled out online and the student should complete his or her part of the form before printing it. Additional pages can be attached if more space is needed.
2. The student should meet with the Registrar or her designee to discuss the proposed petition to find out what supporting documentation is needed (e.g. if approval of the petition impacts a particular department, the student should include a letter from the department chair).
3. The Registrar will refer the student to his/her advisor. The advisor should review the petition and provide written comments for the Curriculum Subcommittee on Petitions, Appeals, and Student-Designed-Majors. The advisor must sign the petition form.
4. The student should then return the petition to the Office of the Registrar for review of accuracy, clarity, and completeness, and to ensure that the necessary supporting documentation is attached. If there are concerns, the petition will be returned to the student with an explanation. The student should make adjustments and return the revised petition to the Registrar's Office.
5. The completed petition must be submitted to the Registrar at least two weeks prior to the next scheduled meeting of the Curriculum Subcommittee on Petitions, Appeals, and Student-Designed Majors.
6. The completed petition and supporting documentation will be submitted to the subcommittee by the Registrar.
7. A copy of these procedures must be given to each student who files a petition.
8. The Registrar shall attend the subcommittee deliberations in an ex-officio capacity. The subcommittee shall meet at least monthly during fall and spring semester unless there are no petitions to be considered.
9. The decision of the faculty committee will be final.

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If you wish to request an exception to a particular regulation, please fill out sections 1 and 2 of this form and make an appointment to discuss the appeal with your faculty advisor. In Section 1, state the request for modification as succinctly as possible. You may wish to quote the regulation to which you wish an exception.

In Section 2, provide a complete rationale for the request, especially your rationale for asking for an exception to LC's rules/regulations/policies/procedures. Your faculty advisor should review and sign your petition. If she/he supports the petition, it would be helpful for your advisor to add a note indicating that support.

You are encouraged to submit letters of support from relevant faculty, staff and outside professionals.

Name	LC ID No.	Date
Email	Phone	Campus Box
Advisor	Mailing Address	
Major(s)		

Class: ◯ FY ◯ SO ◯ JR ◯ SR

☐ Check here if you wish the Curriculum Committee's student representative to participate in this hearing.

1. Request (When block is full, continue on a separate sheet and attach to petition.)

2. Rationale (When block is full, continue on a separate sheet and attach to petition.)

Faculty Advisor's Signature: _____ Date: _____

Comments: _____

_____

Committee Information: Office Use Only

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Committee Action:

☐ Approved ☐ Denied Date _____

Committee Comments/Discussion:

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