MONTANA STATE UNIVERSITY BILLINGS

PETITION TO THE ACADEMIC STANDARDS AND SCHOLASTIC STANDING COMMITTEE

(Please Print) Last Name _____ First Name _____ ID# _____ E-mail Address _____

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Major _____ Class University Connections Advisor's Name _____

This is a petition to deviate from or to have an exception to an academic regulation considered. **IMPORTANT:** Please be specific and state your request clearly. A poorly prepared and/or poorly written statement may be returned to the student without action by the committee. Attach additional sheets and documentation as relevant/needed.

Note: A successful appeal through this committee does not have any bearing on a refund of tuition and fees for the course(s) or semester(s) in question. All financial matters regarding refunds must be addressed to Business Services Student Accounts (657-2140).

Course(s) petitioning to add: Term:_____ CRN:_____ Course Rubric/Number:_____

Title:_____

OR

Course(s) petitioning to drop: Term:_____ CRN:_____ Course Rubric/Number:_____

Title:_____

Last Date of Attendance (online or in person) of course _____

Financial Aid/Billing:

_____ I have financial aid and have checked on how this impacts my aid ___ I do not have financial aid

Explanation: _____

_____

Student's Signature _____ Date _____

Faculty and Advisor Signatures - please include a reason for your decision

1). Instructor**:** ____ **I Do** _____ **I Do Not** support this petition. Comment(s): _____

_____

Instructor's Signature _____ Date _____

2). Department Chair (of student's major): ____ **I Do** _____ **I Do Not** support this petition. Comment(s): _____

_____

Department Chair's Signature _____ Date _____

3). Advisor: ____ **I Do** _____ **I Do Not** support this petition. Comment(s): _____

_____

Advisor's Signature _____ Date _____

Internal use only:

Committee Action: _____ **Approved** _____ **Denied** _____ **Deferred**

_____ _____

Committee Chairperson's Signature **Date**

IMPORTANT - PLEASE READ!!!

MONTANA STATE UNIVERSITY-BILLINGS

ACADEMIC STANDARDS AND SCHOLASTIC STANDING COMMITTEE
(Information to Students Who Plan to Submit a Petition)

The Academic Standards and Scholastic Standing Committee of Montana State University-Billings is a regular Standing Committee of the Academic Senate. The Committee consists of the Director of Admissions, Records and Registrar, the Academic Deans of each instructional college, three (3) faculty members at-large appointed by the Academic Senate, and one student from each college designated by the President of ASMSU-B and appointed by the Academic Senate. All of these delegates are the voting members of the Committee. In Addition, the Registrar (Chairperson), the Academic Dean of each college, or their representative, are non-voting members of the Committee.

Included in the Committees' functions are the following:

1) **to consider and make final decision on specific deviations from academic regulations on an individual case basis as referred by individual students, faculty, or other Committees.**

2) **to act as an appeals body for undergraduate students seeking clarification or reconsideration of academic decisions.**

(I) The Academic Standards and Scholastic Standing Committee meets at least once every six weeks during the academic year and at least once during the summer. A student who submits a petition for an exception or deviation for an academic regulation is welcome to attend the meeting to explain and/or defend his/her petition.

(II) All petitions must be endorsed by the student's instructor(s), chairperson of student's major, and advisor. Failure to obtain the necessary signatures may result in the petition being deferred back to the student without action by the Committee.

(III) The student's petition should **clearly state** the exception or deviation that is being requested. The reason(s) or rationale for the exception should be a brief, clear, well-written statement. The approval or disapproval of the petition is based entirely upon the information submitted and the statements made by the student, should the student appear before the Committee. Additional supporting documentation may also be submitted. With prior notice given to the chairperson, the student may request to have certain individuals speak on his/her behalf before the Committee.

(IV) It is emphasized that a student's petition is considered on its own individual merit and circumstance. The reason(s) or rationale that the student indicates as the basis for his/her petition is the sole determiner for approval or disapproval by the Committee.

(V) The only reason the Committee shall give for denying a petition is the Committee does not accept the circumstance or the rationale, as stated by the student, as being extenuating or as being valid and to the extent for which the Committee would recommend approval for a deviation or exception to a college regulation.

(VI) As a policy, the Committee will provide the student with a written notification of the Committee's actions.

(VII) The Committee has approved a 24-hour time rule for each petition. This means that all petitions must be submitted 24 hours before the next scheduled meeting.