

Directions for Completing an Online Academic Petition

- 1) The student must contact and connect with their assigned academic advisor. The Academic Advisor will initiate the petition via email.
 - Please note: You will not use the petition form itself; all information from the petition form must be included (as presented below).
- 2) The Academic Advisor will initiate the email; it must include the following:
 - **Subject Line:** Academic Petition – Student Name – RU ID
 - The body of the email must clearly articulate the “Request” and “Justification” of the petition and whether the Director/Lead Academic Advisor has approved it (“Advising Approval”).
 - **Use the Online Academic Petition Template below**
 - i. **Copy/paste it into your email**
 - ii. **Fill in the information as requested before sending along for approval.**
- 3) When ready to pass along to the next person on the approval list, forward the email, ask that they either approve/deny and then forward (not reply) along to the next person. This step proceeds through the “Flow of Approval” until the email chain reaches the Dean or the Dean’s representative.
- 4) The Dean and/or Dean’s representative will then forward on to registrar@radford.edu.
- 5) Once received by the Registrar’s Office, the petition will be processed in the system.

Online Academic Petition Template

Academic Petition Request for:

Term:

Student RU Email:

ID Number:

Catalog Year:

Major/Option:

Current Hours Enrolled:

Cumulative GPA:

Total Hours Complete:

Advisor:

Request:

Justification:

Advising Approval:

Flow of Approvals:

Lead Advisor → Instructor (if applicable) → Department Chair → Dean → Office of the Registrar at registrar@radford.edu