

## **Instructions for Filing a Petition for the Academic Standards Committee**

1. Students and/or an employee of the College will initiate the petition process.
2. Students will need to work directly with an advisor for guidance and support.
3. Students are required to complete the Academic Standards Petition document. If there is missing information, the petition will be held and the student will be notified and given an opportunity to complete the information.
4. The Student Justification section requires a well-written detailed statement that explaining to the committee the circumstances that led to the petition. Students are encouraged to provide official documentation to support the petition.
5. Students completing the petition need to obtain an advisor and instructor/s signature along with their decision to agree or disagree. Advisor and/or instructor/s are encouraged to provide additional comments to assist the committee in their deliberation before arriving at a decision.
6. In lieu of original signatures, emails are accepted from the advisor and/or instructor/s to indicate their decision to agree or disagree with the petition. A student may access the College Directory by clicking <https://www.allegany.edu/college-directory/>
7. Petitions are submitted through the Enrollment Services and Advising Department, Admissions and Registrations Office, located in the College Center. Chelsey Bennett is your point of contact for all submissions and/or any questions, you may email her at [cbennett4@allegany.edu](mailto:cbennett4@allegany.edu) or you may reach her by phone 301-784-5140.
8. If you are scheduling or adding a class/es, PLEASE communicate with the instructor and follow their instructions to remain current on your classroom assignments until you have been notified of a decision. If the decision is unfavorable, you will be provided information on the appeal of decision.