

**Procedures for Academic Policy Waiver Petition**  
[engineering.iastate.edu/student-services/academic-standards/](http://engineering.iastate.edu/student-services/academic-standards/)

**Student's Name (Please print):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Students are expected to abide by the established policies and procedures of the College and University (see ISU catalog at <http://catalog.iastate.edu/>). However, **for extenuating circumstances beyond the student's control**, the student may request a policy waiver. Any student who has been academically dismissed must complete the Reinstatement paperwork and can include any policy waiver request in the reinstatement petition statement.

**A request for a waiver must include:**

1. A typed statement of petition from the student clearly explaining why an exception to the policy should be granted. **In the first sentence of the petition**, indicate specifically what is being requested (eg. late class drop, retroactive drop, etc.)
2. Supporting documentation for the extenuating circumstance (if the situation involves medical and/or health related circumstances, provide supporting documentation from a medical professional).
3. A statement from the student's academic adviser. The adviser does not have to concur with the request, but should offer information related to the student's petition and details on discussions/interactions with the student. This may be sent by electronic mail or written memo.
4. Policy waiver form that includes student's contact information for the decision, ID number and signature.

The written materials must be provided before a decision will be made by the Engineering Academic Standards Committee. Students are responsible for updating information submitted if there are changes. **All materials should be addressed to: Academic Standards Committee, 1300 Marston Hall, 533 Morrill Road, Ames, IA 50011-2103, phone: 515-294-8355, [probationengr@iastate.edu](mailto:probationengr@iastate.edu).**

\_\_\_\_\_  
*Student's signature*

\_\_\_\_\_  
*ID Number*

\_\_\_\_\_  
*Date*