

**Hamilton College
General Petition
For the Committee on Academic Standing**

Name _____ Student ID# _____ Class Year _____

I request permission from the Committee on Academic Standing to:
(Indicate term if not for current term.)

- Add a course after the deadline.
Course name, number, and section: _____
- Drop a course after the deadline.
Course name, number, and section: _____
- Change course to Credit/No Credit after the deadline.
Course name, number, and section: _____
- Other (please be specific)

Instructions:

- 1. Please attach your formal letter of petition to this form and include any relevant forms with all appropriate signatures (course change form, credit/no credit form, etc.).**
- 2. If appropriate, you should ask your advisor, instructor, etc. to send a letter of support to the Dean of Students Office.**
- 3. All petitions (except from seniors who are adding/dropping/electing Credit-No Credit) require advisor signature below.**
- 4. All requests to add or drop a course or change to Credit/No Credit MUST be submitted by the last day of classes for that semester.**
- 5. Submit to the Dean of Students Office in person, or via email to adosacademics@hamilton.edu.**

Student Signature _____ Date _____

Advisor Signature _____ Date _____

To be completed by the Chair of the Committee on Academic Standing:

_____ Approved _____ Denied _____ Deferred

Conditions:

Associate Dean Signature _____ Date _____