

Mansfield University of Pennsylvania
Mansfield, PA 16933

UNDERGRADUATE PETITION

Program variance: Under special circumstances and with clear justification, curriculum requirements may be modified. A department chairperson may substitute or waive major course requirements by informing the Registrar's Office in writing of such requested program changes. Students may also petition the Dean for other program variances.

Waiver of University policies or regulations: When any rule or regulation of the University causes an unfair hardship, you may petition the Dean for an exception. Your request should be neatly typed and include a carefully worded justification that supports your request. Additional documentation may be attached. You should contact your advisor for assistance in preparation of a petition. Petitions will normally be reviewed within 2 weeks.

Last Name First Name M.I.

Student ID Number Date

Local Address

Local Telephone Number

Major

Total Credits Earned at Mansfield University _____

Total Credits Earned in Transfer _____

QPA _____

Please identify the problem and recommended solution:

If necessary, attach extra sheets of paper.

By signing my name below, I attest that the information I am providing in conjunction with this petition is a truthful and accurate representation of my circumstances. I understand that a determination of misrepresentation may result in my suspension or dismissal from Mansfield University.

Student Signature

Date

First (Advisor): _____

I support I do not support

Date

Advisor

Comments: _____

Second (Department Chairperson): _____

I support I do not support

Date

Department Chairperson

Comments: _____

Return To: Registrar's Office, 224 South Hall for Dean review. Student will receive email regarding outcome of petition.

Third: _____

Date

Dean of the Faculty/Provost

Comments: _____