

Clark College
Academic Standards Committee
Petition for Exception to Graduation Requirements

A student has the option of petitioning for an exception to the college policies related to graduation requirements. To be considered, the student must submit the following information:

- 1) Complete this Academic Standards Committee (ASC) petition form and include:
 - a) A typed letter of explanation regarding the requested exception. (*This letter is what the committee will use to make a decision about your request.*) It should include the following:
 - *What you are petitioning*
 - *Why you are asking for the exception*
 - *Explanation of circumstances that led to the petition request*
 - b) Documentation supporting the request, if available
- 2) Submit this completed petition form with supporting materials to the Credential Evaluations Office by email at credeval@clark.edu

The ASC generally meets monthly to review petitions. Petitioners are notified by email of the committee's decision approximately five business days following the meeting.

Submit completed petition and required materials to Credentials: credeval@clark.edu.

Name: _____ ctcLink ID: _____

Preferred Email: _____ Phone: _____

What type of program are you completing at Clark College?

- Bachelor of Applied Science (BAS)
- Academic (AA/AST/AFA/MRP)
- Professional Technical Degree (AAS/AAT)
- Professional Technical Certificate (CP/CA)

What is the title of your program? _____

Do you intend to transfer to a 4-year university? Yes No
If yes, which school? _____ to study _____

Check the box that best describes the reason for your petition:

- Academic Residency Waiver
- Distribution List Exception
- Credit/Requirement Waiver
- College Error
- Other _____

For Committee Use Only

Meeting Date: _____ Action: Approved Denied Conditions? Yes No

Explanation of Conditions: _____
