

This petition form should be used to request an exception to an INI academic policy. Please send completed petition to ini-academic@andrew.cmu.edu.

Academic Exception

STUDENT INFORMATION

Student Andrew ID: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last/Family, First and/or Preferred, MI

Degree: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

Date: \_\_\_\_\_  
mm/dd/yyyy

STATE the INI policy from the INI Handbook:

DESCRIBE the exception to the policy you are requesting:

LIST the reasons for your request:

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Academic Exception

INI ACADEMIC AND STUDENT SERVICES USE ONLY:

Approved

Approved with the following conditions:

Denied for the following reason:

INI Academic Advisor Committee Decision Date:

Processed by:

Academic Advisor:

Signature

Approve

Deny

Date:

mm/dd/yyyy

INI Director:

Print/Type Name

Signature

Approve

Deny

Date:

mm/dd/yyyy

INI ACADEMIC AND STUDENT SERVICES CHECKLIST:

Reviewed by Committee/ Advisor/Director

Saved e-copy in student file

Notified student

Recorded in petition database

Updated Stellic record