

Barton College Petition Form

Once this form is completed by the student, it must be signed by the current advisor and chair or dean before being returned to the Office of the Registrar. All supporting documentation, if required, must be submitted along with this form.

When requesting to:

- 1) take courses elsewhere during the summer or during a term when you are enrolled at Barton College, you must state where and when you will be enrolled and exactly what courses you plan to take and provide course descriptions;
- 2) make a course substitution, you must state the required course and the course you hope to take in its place;
- 3) take a leave of absence to return under the requirements of your current catalog, you must specify when you plan to return to Barton College.

Name (please print) _____ Student ID No. _____

Mailing Address _____

City _____ State _____ Zip _____

Phone No. _____

State exactly what you are requesting. Please be very specific, as insufficient details or clarity may result in this petition being denied.

State your reason for the request. Please be very specific, as insufficient details or clarity may result in this petition being denied.

Signature of Student _____ Date _____

Advisor, check one: *I support this request.* *I do not support this request.*

Signature of Advisor _____ Date _____

Comments _____

Dean or Chair, check one: *I support this request.* *I do not support this request.*

Signature of Dean or Chair _____ Date _____

Comments _____

For use by Vice President for Academic Affairs and Registrar only

Action: *Approved* *Denied* *Returned for more information on* _____

Signature of VPAA _____ Date _____

Signature of Registrar _____ Date _____

Comments _____

inspiring futures
Barton College
WILSON, N.C. • WWW.BARTON.EDU

Note: If petition involves a medical issue, please attach a physician's statement. When this petition has been acted on, copies will be mailed to the student and the advisor. The original will be filed in the Registrar's office.