Directions for Completing an Online Academic Petition

1) The student must contact and connect with their assigned academic advisor. The Academic Advisor will initiate the petition via email.
   - Please note: You will not use the petition form itself; all information from the petition form must be included (as presented below).

2) The Academic Advisor will initiate the email; it must include the following:
   - **Subject Line**: Academic Petition – Student Name – RU ID
   - The body of the email must clearly articulate the “Request” and “Justification” of the petition and whether the Director/Lead Academic Advisor has approved it (“Advising Approval”).
   - **Use the Online Academic Petition Template below**
     i. Copy/paste it into your email
     ii. Fill in the information as requested before sending along for approval.

3) When ready to pass along to the next person on the approval list, forward the email, ask that they either approve/deny and then forward (not reply) along to the next person. This step proceeds through the “Flow of Approval” until the email chain reaches the Dean or the Dean’s representative.

4) The Dean and/or Dean’s representative will then forward on to registrar@radford.edu.

5) Once received by the Registrar’s Office, the petition will be processed in the system.

Online Academic Petition Template

**Academic Petition Request for:**

Term:
Student RU Email:
ID Number:
Catalog Year:
Major/Option:
Current Hours Enrolled:
Cumulative GPA:
Total Hours Complete:
Advisor:
Request:
Justification:
Advising Approval:
Flow of Approvals:
Lead Advisor ➔ Instructor (if applicable) ➔ Department Chair ➔ Dean ➔ Office of the Registrar at registrar@radford.edu