CHEYNEY UNIVERSITY OF PENNSYLVANIA
ACADEMIC AFFAIRS ADVISORY COUNCIL PETITION

How to file a Petition

• Secure petition form online and print. (Cheyney.edu > Provost)

• Complete personal information at top of form (name, ID#, address, classification, etc).

• Answer the three questions listed on the petition form; DO NOT hand write. Explanations MUST be done in MS Word (or similar software); include name and ID number on the document; print out and attach to petition. Please be as detailed and clear as possible.

• Secure signatures as listed on petition form (Advisor, Department Chair and Dean).

• Attach copy of unofficial transcript (can be obtained from student’s Power CAMPUS Self Service).

• Attach any support documentation related to the appeal.

• Submit completed petition form to the appropriate Dean; seek assistance from department to identify the Dean (School of Arts & Sciences OR School of Education & Professional Studies).

• Students should inquire how to follow up on the outcome of their petition.

• Official letters regarding the decision will also be prepared and mailed to students at the address provided on the petition. The appropriate administration and/or departmental offices will be copied on this correspondence.

• If a student wishes to appeal a decision made by the Academic Affairs Council, they may only do so by submitting new pertinent information applicable to their original petition.

*Incomplete petitions will not be accepted.
### Cheyney University of Pennsylvania

**Academic Affairs Advisory Council Petition**

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<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Student ID Number/SSN#</th>
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<tr>
<th>(Local Address) Street/P.O. Box</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<thead>
<tr>
<th>Telephone Number</th>
<th>Cheyney email address (no personal email addresses)</th>
<th>Total Credits Earned</th>
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<tr>
<th>Major</th>
<th>Name of Faculty Advisor</th>
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**Classification (check appropriate box):**

- Freshman
- Sophomore
- Junior
- Senior

**Reminder: Please attach a copy of your unofficial transcript with your petition.**

1) State the problem(s) relating to academic regulations that you want the Academic Affairs Advisory Council to review.

***(DO NOT hand write. Explanations MUST be done in MS Word (or similar software) include name and ID number on the document; print out and attach to this petition)***

2) State what action(s) you would like the Council to take to remedy the problem(s). [Attach additional pages if needed].

***(DO NOT hand write. Explanations MUST be done in MS Word (or similar software) include name and ID number on the document; print out and attach to this petition)***

3) Clearly state your rationale or justification for the action you want the Council to take. [Attach additional pages and supporting documents if appropriate].

***(DO NOT hand write. Explanations MUST be done in MS Word (or similar software) include name and ID number on the document; print out and attach to this petition)***
Student Name: ________________________________________ Student ID Number_________________

Date__________________

Advisor ________________________________

Approval Recommended ________________________________ Approval Not Recommended

Comments: ______________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Date ______________

Chairperson ________________________________

Approval Recommended ________________________________ Approval Not Recommended

Comments: ______________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Date ______________

Dean ________________________________

Approval Recommended ________________________________ Approval Not Recommended

Comments: ______________________________________

_______________________________________________________________________________________

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