

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:

**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

Reviewed by Committee/  
Advisor/Director

Notified student

Updated Stellic record

Saved e-copy in student  
file

Recorded in petition  
database