Lewis-Clark STATE COLLEGE

Division of Nursing & Health Sciences
Phone: 208-792-2250
FAX: 208-792-2062

INTERNAL STUDENT PETITION FORM

Part I

Student Name: _____ ID/SS#: _____
Last First MI

Mailing Address: _____
Street City State Zip

Phone: _____ Program: _____ Catalog Yr: _____

Part II

Advisor and/or Instructor Recommendations:

_____
_____
_____
_____

Advisor Name (print): _____ Signature: _____ Date: _____

Part III

NHS Committee Recommendations: Approved Denied

_____
_____
_____
_____

Committee Chair Signature: _____ Date: _____

Internal Petition Form: NHS Program Requirements

Internal Petition: Used to address nursing or radiographic sciences program requirements
External Petition: Used for college *core education* issues. Processed by the college Petition Committee.

Students:

1. Construct a letter clearly stating:
   a. Your request
   b. The reason you are requesting an exception to program policies
   c. Your plan of action considering the request
2. Once you have completed your petition and letter, schedule a meeting with your program advisor.
3. Your advisor will process your petition.

Faculty:

1. Discuss petition request and plan with student
2. Record your recommendations in Part II form
3. Submit the form to the appropriate NHS committee
4. The committee will decide action and the advisor will be contacted regarding the committees decision.
5. The advisor will notify the student of the decision

Copies: Student File Advisor Committee Chair