



**PETITION FEE (\$5.00)**  
 Pay at the Controller's Office  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_ Initials \_\_\_\_\_

**ATHLETIC PETITION FORM**

(SEE DIRECTIONS ON REVERSE SIDE)

**PART 1**

**Name** \_\_\_\_\_ **ID #** \_\_\_\_\_  
 (Please print all information) Last First MI

**Mailing Address** \_\_\_\_\_  
 Street City State Zip

**Phone** \_\_\_\_\_ **Major/Minor** \_\_\_\_\_

**Semester/Year action is to affect** \_\_\_\_\_ **Sport** \_\_\_\_\_

**Student Athletes are required to complete 50% of the Core by the start of their junior year (75% by their senior year) of eligibility as determined by seasons of competition. Students not meeting this requirement will be declared eligible if they enroll in and successfully complete (C grade or higher) at least 2 core, or developmental courses, each term until they meet the 50/75% requirement.**

**Attach a signed letter explaining the reasons why you have not been able to meet the requirement listed above.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART II -- FACULTY RESPONSE**

- 1. Attendance record – list percentage of classes attended \_\_\_\_\_
- 2. Participation – did the student participate in class (Y/N) \_\_\_\_\_
- 3. Homework assignments – list percentage submitted \_\_\_\_\_
- 4. Exams – list the number of exams given/taken \_\_\_\_\_
- 5. Math lab attendance – number of days attended \_\_\_\_\_

Listed below are my reasons for support, or non-support of this student's petition request  support  non-support

Instructor Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART III – COACH RESPONSE**

Recommendation of Coach \_\_\_\_\_

Coach Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART IV – ATHLETIC DIRECTOR RESPONSE**

Student is NAIA eligible

**Petition is:**  **Approved**  **Denied**

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Petition Form Process

### Directions for Students:

1. Pick up an Athletic Petition Form from the Athletic Director's Office on the second floor of the Activity Center.
2. Complete Part I of the form. Attach a signed and dated letter. Provide sufficient justification for your request. Attach documentation if appropriate (required for medical excuses). Please print or type information. Sign and date all attachments.
4. Meet with the instructor of the core course you did not successfully complete to secure required signature(s) and recommendation in Part II.
5. Submit the completed Petition WITH student letter to the Athletic Director's office (ACC 223).
- 6. The Athletic Director's Office will notify students of the final decision by the Athletic Advisory Board regarding their petition via a mailed letter.**
7. Students who disagree with the Athletic Advisory Board's decision have a final appeal to the College Provost—this decision is final.

*All petition requests for the current semester must be submitted to the Athletic Director's Office at least 10 days prior to the end of the term.*

**NOTE: Petition Forms will not be accepted from students who have a "hold" on their account.**