

NHS INTERNAL STUDENT PETITION FORM

(See directions on the reverse side)

Part I (Student to complete)

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

Email Address: _____

Phone: _____ Program: _____ Catalog Yr: _____

State the specific action you are requesting: (A letter written by the student may be included if desired)

Part II (Advisor to complete)

Advisor and/or Instructor Recommendations:

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

Part III NHS Committee Recommendations:

Approved

Denied (reason below)

- Inadequate Plan of Action
- Availability of seats
- Insufficient exception to policy
- Re-entry policy upheld
- Admission criteria upheld

Note: _____

Committee Chair Signature: _____ Date: _____

An **Internal** Petition is used to address an NHS program requirement. An **External** Petition addresses college policies and General Education Core requirements and is processed by the college Petition committee (available on LCSC.edu). A **Degree Requirement, Substitutions & Waivers Form** is used to address an NHS prerequisite or a program support course. See your academic advisor for assistance.

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