



Anne Arundel
Community College
Students First

Counseling, Advising and Retention Services(CARS)

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COUNSELING, ADVISING AND RETENTION SERVICES (CARS)

THE PETITION PROCESS: REQUESTING EXCEPTIONS TO ACADEMIC RULES OR REGULATIONS

General Petition Guidelines:

- Academic advisors can assist students in petitioning the Committee on Academic Standards to request exceptions to academic rules or regulations.
- Before you [call to schedule your advisor meeting](#) please read carefully the [Academic Standards Petition Process General Guidelines](#).
- All petitions require a [typed letter](#).
- Complete all required documents and bring any supporting documentation to your advising session. The advisor will answer any questions you have, help you complete the actual petition form (this form is only available from the advisor), attach an unofficial copy of your transcript, make a recommendation, and sign and submit your petition packet.
- If you have any questions about this process, please [contact](#) your advisor.

AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance or e-mail dss@aacc.edu to request special accommodations. For information regarding Anne Arundel Community College's compliance and complaints concerning discrimination or harassment, call Karen Cook, Esq., AACC's federal compliance manager at 410-777-7370 or Maryland Relay 711.

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