



**PETITION TO THE
DEADLINE APPEALS COMMITTEE**

HOLY NAMES UNIVERSITY
3500 Mountain Blvd
Oakland, Ca 94619
Phone: (510) 436-1133 / Fax: (510) 436-1199

- 1.) State your request clearly and indicate why the academic calendar deadline was missed. (Include extenuating or emergency circumstances, dates, actions taken, etc)
- 2.) Attach a completed Schedule Change Form or Registration Form (Required signatures or emails from the advisor and/or instructor must be present upon submission.)
- 3.) Attach any supporting documentation with your request. (Letter from instructor, Doctor's notes, etc.)
- 4.) Return this form to the Student Resource Center via Mail, Email, Fax or In Person (Hester Building Room 13; Studentresourcecenter@hnu.edu , Fax: (510) 436-1199)

STUDENT INFORMATION

REASON FOR REQUEST

Name: _____

Student ID Number: _____

Major: _____

Advisor: _____

Course ID: _____

Semester/Term and Year : _____

Last Day You
Attended Class: _____

- LATE ADD
- LATE DROP
- LATE WITHDRAWAL
- LATE CHANGE IN CLASS STATUS
- LATE FEES
- LATE INCOMPLETE/
DEFERRED GRADE
PETITION

To the Deadline Appeals Committee: (Attach a separate sheet if necessary)

I respectfully ask permission to...



ADVISOR'S/INSTRUCTOR'S STATEMENT

To the Deadline Appeals Committee: (Attach a separate sheet if necessary)

PLEASE NOTE: Completion of the appeal form does not guarantee approval of the request. However, the committee meets on a regular basis, and gives individual attention to each case received. The committee will notify you as soon as possible of the decision via your HNU Student Email Address.

Student Signature: (Required) _____ **Date:** _____

Advisor Signature (Required) _____ **Date:** _____

Instructor Signature:(Required) _____ **Date:** _____

DAC Committee Comments:

Date: _____