CONSERVATORY OF MUSIC
ACADEMIC REGULATIONS COMMITTEE
INSTRUCTIONS FOR PETITIONS

Before completing your petition, please carefully read the following:

PREFACE
Submission of this petition in no way implies approval. The Conservatory Academic
Regulations Committee (ARC) upholds the academic standards and regulations of the
Conservatory of Music, granting exceptions only when compelling reasons and
circumstances are found to merit action. You will be notified of the committee’s decision
within 2 business days of the meeting.

GENERAL INSTRUCTIONS
Complete and submit all required information for your petition. Incomplete petitions and
forms will not be forwarded to the ARC. Write legibly or attach a type-written statement.
Explain your situation completely but concisely. It is your responsibility to consult your
advisor about your situation and allow enough time for the advisor to submit a statement
to the Office of Student Services in conjunction with your petition.

LATE ADD
1. Attach a completed Add/Drop Form for the course(s) involved.
2. Write a statement regarding your request to Late Add and include the following
   information:
   a. What class or classes do you wish to add late?
   b. Why did you miss the deadline?
   c. When did you first attend the class? Give the exact date.
   d. What extenuating circumstances for adding late, if any, are involved?

LATE WITHDRAWAL
1. Attach a completed Add/Drop Form for the courses involved.
2. Write a statement regarding your request for a Late Withdrawal and include the
   following information:
   a. What class or classes do you wish to withdraw from?
   b. Why did you miss the deadline?
   c. What extenuating circumstances for withdrawing late, if any, are
      involved?
3. Continue attending class until such time as your petition may be approved

ZERO UNIT
1. Attach a completed Add/Drop Form for the courses involved.
2. Write a statement regarding your request for taking ZERO UNIT course and
   include the following information:
   a. What class or classes do you wish to take for ZERO unit?
   b. Why do you believe you need, and must, carry an overload?
   c. Total number of units you wish to take.

NOTE: Generally, Zero unit requests are considered only for students currently
registered for a minimum of 17.5 units and maintaining a minimum 3.0 GPA. Keep in
mind that a zero unit course will not count towards your required credits/courses, this
should only be used on ensembles/courses taken in addition to your requirements.
OVERLOADS

1. Attach a completed **Add/Drop Form.**
2. Attach a statement from your Faculty Advisor.
3. Write a statement regarding your request for an overload and include the following information:
   a. List all courses, including this overload, you would be taking.
   b. Why do you believe you need, and must, carry an overload?
   c. Total number of units you wish to take, including the overload units.

**NOTE:** *Generally, overloads are considered up to a maximum of 20 units for students with a minimum 3.0 GPA. Keep in mind that you will be charged an additional tuition per unit for each unit over 18. Consult the current Pacific General Catalog regarding the current unit fees.*

If you have any questions before completing and submitting a petition, contact Jennifer Goodwin, Conservatory Coordinator of Student Services, in Faye Spanos 302, or jgoodwin@pacific.edu.

---

**FALL 2014 Conservatory ARC:**

- ARC meets Tuesday Evening
- Deadline to submit petition is Thursday at 3pm
- Completed ARC petitions may be turned into Faye 302
- Be sure to **READ** all instructions for ARC petition, incomplete petitions will **NOT** be reviewed
- Obtain all required signatures/statements before turning in ARC petitions, incomplete petitions will **NOT** be reviewed
CONSERVATORY OF MUSIC

Academic Regulations Committee General Petition

Students should return their petition in its entirety by the deadline set forth by ARC to Jennifer Goodwin, Conservatory Coordinator of Student Services, Faye Spanos 302.

Last Name: ___________________________ First Name: ___________________________
(Please Print)

Student ID: ___________________________ Email: _____________________________

Local Address: ____________________________________________________________
City __ State __ ZIP

Local Telephone: ________________ Cell Phone (Optional): ________________

Classification:
Freshman (1-27.5 units) ___ Sophomore (28-55.5) ___ Junior (56-91.5) ___ Senior (92+) ___

Are you a Conservatory of Music student? Yes ___ No ___ Major(s)___________________

Faculty Advisor(s) ___________________________________________________________

Nature of Petition:
Semester: ___________________________ Today’s Date: _________________________
Fall, Spring, Summer I, II, III

Overload ___ Late Add ___ Late Drop ___ Zero Unit ___

Other: (Explain) _____________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

FOR OFFICE USE ONLY

Committee Action: ___________________________ Committee Action on Reassessment: ___________________________
Approved ___ Denied ___ Tabled ___ Approved ___ Denied ___ Tabled ___

Date of Action: ___________________________ Date of Action: _______________________

Signature of Chair: ______________________ Signature of Chair: ______________________

Comments: _____________________________ Comments: ___________________________
Total semester units before this change __  Total semester units after this change ___

Instructor’s Name ____________________  Course Reference # ____________

Course Title _________________________  Dept. ________________________

**Specific Reasons for Your Request:** (Please provide any necessary documentation)

*Use space below or attach statement on a separate sheet of paper*
ADVISOR RECOMMENDATION

RECOMMENDATION MAY BE SUBMITTED SEPARATELY AND SENT TO:
Conservatory office of Student Services, FSCH 302
or Emailed directly to Jennifer Goodwin at jgoodwin@pacific.edu

Re: ___________________________ ___________________________
               (Name of Student)                       (Student’s ID Number)

Request (Circle Applicable Items):

Late Add  Late Drop

Other: (Explain)________________________________________

TO THE ADVISOR: In order for the Committee to act upon this petition, it must receive a clear recommendation from the student’s advisor. Do you support the student’s request? If so, why?
If not, why not?

You may use the space below or attach a separate sheet to this form.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Advisor’s Name (please print) __________________________ Advisor’s Signature __________________________ Date __________________________
INSTRUCTOR RECOMMENDATION

RECOMMENDATION MAY BE SUBMITTED SEPARATELY AND SENT TO:
Conservatory Office of Student Services, FSCH 302
or Emailed directly to Jennifer Goodwin at jgoodwin@pacific.edu

Re: ____________________________  ____________________________  
(Name of Student) (Student’s ID Number)

Request (Circle Applicable Items): Late Add  Late Drop

Other: (Explain) ____________________________

TO THE INSTRUCTOR: For the Committee to act upon this petition, it must receive a
clear recommendation from the student’s instructor. Do you support the student’s
petition? If so, why? If not, why not? Please provide the information listed below.

Late Add: When did the student start attending class? What specific assignments has the
student missed? How will the student make up missed work?

Late Drop: Has the student been attending class? What grade is the student receiving?
Has there been graded work? If so, please indicate assignments, grades and the percentage
of the final grade represented by these assignments.

You may use the space below or attach a separate sheet to this form.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Instructor’s Name (please print)  Instructor’s Signature  Date