

CONSERVATORY OF MUSIC
ACADEMIC REGULATIONS COMMITTEE

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 Buck 121, or jgoodwin@pacific.edu.

FALL 2019 Conservatory ARC:

- **ARC will meet on Fridays**
- **Deadline to submit petition is Tuesdays at 5pm**
- **Completed ARC petitions may be turned into Buck 121**
- **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**
- **Include current GPA**

CONSERVATORY OF MUSIC

Students should return their petition in its entirety by the deadline set forth by ARC to Jennifer Goodwin, Conservatory Coordinator of Student Services, BUCK 121.

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) _____

Instrument _____ Faculty Advisor(s) _____

Current GPA _____

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: _____

ADVISOR RECOMMENDATION

RECOMMENDATION MAY BE SUBMITTED SEPARATELY AND SENT TO:

Conservatory office of Student Services, BUCK 121
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*

