

DOANE COLLEGE
COMMITTEE ON STUDENT STATUS/ACADEMIC STANDING
GUIDELINES FOR REQUESTS

Student's name _____ Date _____

Student's ID# _____ Student's Mailbox # _____

Class level at Doane: FR SO JR SR (circle one)

Major _____

Catalog followed for student's Doane Plan _____

Catalog followed for student's major _____

Adviser's name _____

Nature of request: (check one)

_____ Substitution of course or requirement _____ Other (please specify)

Substitute _____ for _____

In addition to the above information, the **student must attach a letter, which includes:**

- brief statement of the exact request
- sufficiently-detailed explanation of events that necessitated the request i.e., background and rationale
- explanation of how the Committee's approval of the request will positively impact the student
- explanation of how the Committee's disapproval of the request will negatively impact the student
- possible alternate courses of action, if any, in the event that the request is disapproved

The student must attach this form to his/her letter of request and submit it to the Faculty Office on or before the first of each month. The student, in preparing to write the letter, ***must*** make personal contact with his/her faculty adviser and those faculty who would be knowledgeable concerning the request. Notes or letters from the faculty adviser and ***supporting*** faculty ***are required***. **In addition, the student must have his/her adviser sign the letter of request before it is sent to the committee.** Requests will be addressed at the next regularly scheduled meeting of the committee.