



MULTIPLE PETITION FORM

To be completed by student:

Student's Name: _____ U. of Haifa ID Number: _____

E-mail Address: _____ Date: _____

Check only one statement below.

A separate form must be completed for each course and/or action requested.

_____ I would like to leave the University of Haifa early on the following date: _____.
I understand that it is my responsibility to arrange for a proctor from my home university to give me my exams (if pertinent to specific courses) within one week of returning to my home country, and that I must provide the International School with the proctor's contact information prior to my departure.

_____ I would like to begin the upcoming semester late on the following date: _____.
Reason: _____.

_____ I would like to change the status of a course.
Name of Course: _____ Course #: _____

Please choose one:

_____ Withdrawal from course

_____ From credit to audit

_____ From audit to credit

_____ I would like to appeal my grade on a ___midterm, ___final exam, ___ final paper.
The reasons for this are stated below.

I understand that the appeal process may result in my exam/paper receiving a lower grade.

I understand that the decision on the appeal is final and is determined by the faculty member alone. Follow-up appeals will not be accepted.

This form must be received by the International School office no later than two weeks from receipt of final grade.

Provide reasons and details below and affix support documentation if necessary:



I hereby certify that the above information is correct and I petition for the action specified above. It is my responsibility to obtain all required signatures. I understand that this petition will not be considered until it is complete, and the official date of the petition will be the date of the Academic Head's signature.

Student Signature: _____ Date: _____

To be completed by instructor in the case of change in status of course:

I agree to the above requested change to the status of this student in my course.

Instructor signature: _____ Date: _____

Instructor signature: _____ Date: _____

Instructor signature: _____ Date: _____

To be completed by instructor in the case of grade appeal:

The appeal was not accepted. _____

The appeal was accepted. _____

New grade exam/paper: _____ New final course grade: _____

Instructor signature: _____ Date: _____

To be completed by administration (for all circumstances except Appeal):

Action Taken:

Academic Advisor/Director Signature: _____ Date: _____