

Instructions for Petitions

1. Please be sure that all parts of the petition are filled out completely and that all supporting documentation is attached. Decisions on petitions may be delayed if they are incomplete.
2. Be precise in stating your reason for petitioning. Some examples:

"To be readmitted to CLA with a cumulative GPA below the required 2.0."

"To cancel Art 1001, section 1, and add Art 1001, section 3, after the end of the 2nd week."

"To waive the Econ 2020, Statistics, requirement for the B.B.A. degree because of prior course work in statistics."

"To fulfill liberal education credit requirements in Category 9 with the Art History 1302 course taken at North Dakota State University."

Medical: include a letter from attending physician describing medical condition and, if the condition warrants, recommending cancellation of classes.

Attendance at another academic institution: include an official letter from the registrar of other institution verifying dates of attendance.

Work (i.e., your work hours changed, preventing attendance): include a letter from your employer stating that a schedule change was required, and showing your new work schedule with the date the schedule begins.

Curriculum, advisement, or scholastic dismissal: include a letter from your collegiate office or advisor.
3. A request must also have supporting information and documentation. Be sure to write this section carefully, indicating the reasons for the request. Policies and procedures are developed to maintain the integrity of the institution and are published in official materials, so exceptions are not granted lightly. Thus, this portion should offer a solid explanation and rationale for the requested exception. Use correct grammar, spelling and punctuation. If there is insufficient space, continue your explanation on a separate page and attach it to the petition. Please print your name and ID# on the separate pages.

If you are making any registration changes, include supporting paperwork.

If you are asking to waive a course requirement or to make a substitution, there should be supporting detail, such as a copy of the syllabus and text title and author, for the course or courses upon which your request is based. Catalog descriptions are not likely to provide sufficient detail for departmental and collegiate review of the course.

Exception to degree requirement requests should include a copy of your Academic Progress Audit System report (APAS) for CEHSP, CLA, CSE and SFA students.

If you are stating that extenuating circumstances are involved, other documentation is helpful, such as medical information.
4. Obtain the signatures needed in your situation prior to submitting the petition to your collegiate Student Affairs Office for action. Continuing Education-only (CE-only) students, submit your petition to your instructor for signature and bring it back to CE, your collegiate office. If you are in doubt as to which signatures are required, please ask Student Affairs or CE staff.
5. Petitions concerning retroactive withdrawals and tuition matters, including refunds, will be referred to the UMD Registrar for action, and reported to the Office of Financial Aid. You will be billed for aid for which you are no longer eligible, including aid already received.
6. Your copy of the petition will be mailed to you. Until you have the written results of your petition, you should assume that the usual policy or procedure is in effect.

UNIVERSITY OF MINNESOTA DULUTH PETITION

Section A - Personal Information			
Student name	Student ID#	E-mail	
		Current phone	
Current street address	City	State	Zip Code
Please check your collegiate unit <input type="checkbox"/> LSBE <input type="checkbox"/> SFA <input type="checkbox"/> CLA <input type="checkbox"/> CEHSP <input type="checkbox"/> CSE <input type="checkbox"/> CE			

Section B - Request this petition pertains to			
		<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
		<input type="checkbox"/> Summer	
<input type="checkbox"/> Waiver of collegiate policy or procedure	<input type="checkbox"/> Tuition refund (decision by Registrar's Office)	<input type="checkbox"/> Add course(s) after 2 nd week	
<input type="checkbox"/> Cancel course(s) after 8 th week	<input type="checkbox"/> Exception to degree requirements	<input type="checkbox"/> Medical withdraw	
<input type="checkbox"/> Work preventing attendance	<input type="checkbox"/> Attending another academic institution	<input type="checkbox"/> Other	
<input type="checkbox"/> Curriculum, advisement, or scholastic dismissal			
State precisely the action requested			
The following facts and documentation support the request			
I certify that the information given is true, correct, and complete to the best of my knowledge. I understand that falsification of information may result in disciplinary action.			
Student signature _____		Date _____	

Section C - Recommendations		
Advisor <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommended <input type="checkbox"/> No Recommendation	Instructor <input type="checkbox"/> Recommend (If course <input type="checkbox"/> Not Recommended is involved) <input type="checkbox"/> No Recommendation	Department Head <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommended <input type="checkbox"/> No Recommendation
Signature _____	Signature _____	Signature _____
Date _____	Date _____	Date _____

Comments

Office use only

Section D - Action			
Dean/Registrar signature _____		Date _____	
<input type="checkbox"/> Approved	Comments		
<input type="checkbox"/> Denied			
Effective date	Term/year	By	Date

Return this form to your collegiate unit
05/06/2009

LSBE - 111A LSBE
CLA - 310 KPlz

CE - 104 DAdB
SFA - 212 H

CEHSP - 120 BohH
SCSE - 140 EngB