

UNDERGRADUATE PETITION OF ACADEMIC POLICY

Return completed form to Registration & Records, East Hall 113. Incomplete forms will be returned to the student. Both student and advisor will be notified via email of the Undergraduate Curriculum Committee's action within twenty-one days.

Please Print:

Name (Last, First, M.I.): _____ Hamline ID: _____

Email (if not currently attending): _____ Phone: _____

Check the appropriate box:

- This is a petition for an exception to undergraduate registration deadlines (deadlines for course addition and/or drop and/or withdraw). Approved petitions in this category are subject to the \$50 late registration fee. For approval, each of the following four items must be completed:
 1. Attach appropriate add/drop/withdraw forms (such as a completed independent study registration form for a late add, or a signed drop card for a drop);
 2. Attach statements of support from the instructor of each registration change being petitioned (such statements should include the start or end dates of your participation in the course, as applicable to the situation you are petitioning);
 3. Attach a brief statement of the reasons that your request should be considered;
 4. Obtain advisor approval (see section below).

 - Other: This is a petition for an exception to any policy other than registration deadlines. The following three items must be completed:
 1. Attach a citation of the policy for which you are requesting an exception (policies are found in the Academic Standards and Policies section at the front of the Undergraduate Bulletin);
 2. Attach a brief statement of the reasons that your request should be considered;
 3. Obtain advisor approval (see section below).
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Advisor Approval:

Advisor Name (please print): _____

Advisor Signature of Approval: _____ Date: _____

Advisor Comments (optional): _____

Undergraduate Curriculum Committee Use Only:

- Petition Approved Petition Denied Petition Returned (student may resubmit for consideration)

Signed for UCC: _____ Date: _____

UCC Comments: _____