

UNDERGRADUATE PETITION OF ACADEMIC POLICY

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

Please print in dark ink:

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

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

Petition type - check the appropriate box(es):

- Exception to undergraduate registration deadline. Approved petitions in this category are subject to the \$50 late registration fee. *NOTE for students with holds that prevent registration: the committee cannot act on the petition until you have met with a Student Accounts representative and had your hold removed.*
 - Add Class(es)**
 - Drop Class(es)** (For classes you did not attend or only attended briefly during the add/drop period: course removed from transcript.)
 - Withdraw from Class(es)** (For classes you attended but could not complete: grade changed to "W" on transcript.)
- Credit overload** – a student may take a maximum of 20 credits in fall or spring, 4 credits in winter, and 8 credits in summer. NOTE: Full-time tuition does not cover an overload. Students approved for credit overload are responsible for the additional per-credit tuition charge.
- Other** – (please list here): _____

Required items:

- Letter explaining the policy you are petitioning and the reasons that your request should be considered. For specific policies, access the Bulletin online at bulletin.hamline.edu.
- Documentation supporting the circumstances in your letter (as applicable).
- Add/drop/withdraw forms, such as completed independent study registration form, signed drop card, etc. (as applicable).
- Statement from the instructor of each course addressed in the petition, which must include:
 - 1) their approval
 - 2) the last date of your participation in the course (as applicable).
- Discuss the petition with your advisor and obtain their signature (see below).

Advisor Statement: *I have discussed the exception for undergraduate registration or academic policy with the student.*

Advisor Printed Name: _____ Signature: _____ Date: _____

Advisor Comments: A signature only means you have discussed the petition with the student and does not necessarily mean you approve. You are invited to provide a statement of your perspective on or opinion of the petition. The Undergraduate Curriculum Committee welcomes advisors' perspectives. To provide comments, go to www.hamline.edu/registrar, click on Faculty and Staff Resources and then Advisor Information.

Student Signature: _____ **Date:** _____

Undergraduate Curriculum Committee Use Only:

Date: _____

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

Signed for UCC: _____

UCC Comments:

