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:

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

Email (if not currently attending): ________________________________ Phone: ____________________

What academic policy are you petitioning?

______________________________________________________________________________

NOTE: If you are petitioning to add/drop/withdraw after the deadline, or for a retroactive Leave of Absence, you need to use the Undergraduate Petition of Registration Deadline, found at www.hamline.edu/registrar/forms.

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).

☐ Discuss the petition with your advisor and obtain their signature (see below).

☐ This completed form with your 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. You are invited to provide a statement of your perspective on 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: __________________________