

**ACADEMIC PETITION**

**If you are also requesting a TUITION REFUND, you must submit a [Tuition Refund Petition form](#). Academic and Tuition Petitions are distinct decisions, made on a case-by-case basis.**

**Directions:** Use this form to petition for an exception or other accommodation to college or University academic policies. Contact your college to determine what additional documentation may be required; whether your request is due by a specific date; and where to submit your complete request. **Sections A, B and C are required. Obtain required signatures before submitting to your College, Advising and Academic Services Office. Make copies of your documents. Documentation will not be returned to you.**

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information.

<b>A – Student Information</b>					
Student last name	First	Middle			
Current street address	City	State	Zip Code		
Student ID number	U of M e-mail @d.umn.edu	Phone			
<b>This petition pertains to</b>	<input type="checkbox"/> Fall semester (yr)_____	<input type="checkbox"/> Spring semester (yr)_____	<input type="checkbox"/> May/Summer session (yr)_____		
Write your request here. Attach a separate sheet if necessary.					
Provide an explanation to support your request. After the 10th week of class there must be a non-academic extenuating circumstance for course withdrawals. Attach a separate sheet if necessary. Documentation will not be returned to you.					
<b>Add Classes</b> —Register for classes by completing the information requested below. You may check <a href="#">class availability online here</a> .					
Term/year	Course subject, number, section (ART 1002-001)	5-digit class number	Credits	Grade basis (A-F or S/N)	
<b>Cancel/Withdraw from a course or the University</b>					
Review <a href="#">Withdrawal Policies</a> and section E of <a href="#">Grading and Transcripts</a> . Also, be aware that you may lose financial aid eligibility by canceling class(es). Learn the details at <a href="#">Eligibility for financial aid</a> .					
<input type="checkbox"/> Check here to cancel all classes.					
<input type="checkbox"/> Check here to cancel individual classes. Give the course information requested below for each class (current term only).					
Term/year	Course subject, number, section (e.g., ART 1002-001)	5-digit class number	Term/year	Course subject, number, section (e.g., ART 1002-001)	5-digit class number

**B - Adviser and/or College Advising Staff**Adviser Recommendation  Yes  No

Comments:

Signature

Print Name

Date

College Advising Office staff signature, date, and comments. Attach a separate sheet if necessary.

**Instructor and Department Head approval required to Drop/Add a course by Petition**Instructor Recommendation  Yes  No

Comments:

Signature

Print Name

Date

Department head Recommendation  Yes  No

Comments:

Signature

Print Name

Date

**C - Student Signature**

All information provided is true and correct to the best of my knowledge; I understand falsification of information may result in disciplinary action.

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Signature

Date

**Indicate your collegiate unit and return the form to that office.**

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- CEHSP-120 BohH
- 
- 
- MED-174 SMed
- 
- 
- CLA-310 KPIz

- 
- LSBE-111A LSBE
- 
- 
- PHAR-232 LSci
- 
- 
- SCSE-140 EngB

- 
- SFA-107 MonH
- 
- 
- GRAD-431 DAdB
- 
- 
- UST-42 SCC

**D - Decision****OFFICE ONLY**

Authorized signature

Date

 **Approved**  **Denied** Comments: (Attach a separate sheet if necessary)

Effective date

By \_\_\_\_\_

Date \_\_\_\_\_