

**UNDERGRADUATE STUDENT PETITION**  
**COLLEGE OF EDUCATION, HEALTH AND SOCIETY**

202 McGuffey Hall, Miami University, Oxford, OH 45056  
513-529-6317 FAX: 513-529-1763

**Directions:** Student is responsible for completing all sections of the petition and providing required documentation or the petition will NOT be processed. Please see reverse side for sample petitionable items.

**YOU MUST SEE AN ACADEMIC ADVISOR PRIOR TO SUBMITTING A PETITION**

**Department of major: (✓ appropriate box)**

- |  |  |
|--|--|
| <input type="checkbox"/> Teacher Education \ 401 McGuffey              | <input type="checkbox"/> Educational Psychology \ 201 McGuffey |
| <input type="checkbox"/> Family Science and Social Work \ 101 McGuffey | <input type="checkbox"/> Kinesiology and Health \ 106 Phillips |
| <input type="checkbox"/> Educational Leadership \ 301 McGuffey         |  |

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Banner ID # +0 \_\_\_\_\_ Major: \_\_\_\_\_ Cum. GPA.: \_\_\_\_\_

Are you an International student? \_\_\_\_\_ Notification will be sent to your miamioh.edu e-mail account.

E-mail: \_\_\_\_\_ @miamioh.edu / Cell#: (\_\_\_\_\_) \_\_\_\_\_

I hereby petition to: (Please see other side for samples) \_\_\_\_\_

**Check List prior to submission; I have:**

- \_\_\_\_ Attached a current DAR.
- \_\_\_\_ Attached a personal statement explaining my reasons for petitioning. (No more than one page please.)
- IF REQUIRED: (See reverse side for sample criteria.)**
- \_\_\_\_ Provided documentation of extenuating circumstance and resolution
- \_\_\_\_ Provided an Academic plan and instructor / advisor statement
- \_\_\_\_ Provided two letters of support (for suspension, dismissal and re-enrollment petitions only)

I agree to take full responsibility for submitting all required information. I accept all consequences for the results of this request.

Student's signature: \_\_\_\_\_

**REQUIRED SIGNATURES:**

**ALL signatures will be verified**

Academic Advisor: \_\_\_\_\_ ☐ I Support ☐ I do NOT Support

Comments: \_\_\_\_\_ DATE: \_\_\_\_\_

Department Signature or Chair: \_\_\_\_\_ ☐ Approved ☐ Denied

Comments: \_\_\_\_\_ DATE: \_\_\_\_\_

**Additional signatures if required:**

Instructor: \_\_\_\_\_ ☐ I Support ☐ I do NOT Support \ DATE \_\_\_\_\_

Other: \_\_\_\_\_ ☐ I Support ☐ I do NOT Support \ DATE \_\_\_\_\_

## Petition Guidelines !

Below is a **SAMPLE** list of a few common items that could be petitioned and presented for consideration to a department, divisional and/or the university. Please see your Academic Advisor or Department of major for further instructions.

### **EXAMPLE TERMINOLOGY: I hereby petition to:**

- ☐ **amend the terminal residency requirement and be permitted to take the final (*specify number of hours....more than 8*) away from Miami.**
  - In addition to your DAR and personal statement, include extenuating circumstances that complicate your ability to finish at Miami.
- ☐ **change the registration in a course from grade to credit/no credit (or vice versa) OR from grade to audit (or vice versa) after the deadline OR to remove or replace an Incomplete (I) out of calculation.**
  - In addition to your DAR and personal summary of extenuating circumstances, provide documentation that explains what prevented you from completing a change in registration by the deadline. To remove an I from calculation or replace a converted F to an I depending on course completion date.
- ☐ **waive the period of suspension OR hold dismissal in abeyance**
  - In addition to your DAR and personal summary of extenuating circumstances, provide documentation, and resolution/support for the situation. Provide two letters of support (faculty, advisor, employer – not a relative) and an academic plan laying out intended course work and number of hours to be taken for the ensuing semester if the petition is approved.
- ☐ **apply the Fresh Start Policy (*ONLY available to students after a two year absence from the university*)**
  - Student is expected to have cumulative GPA of less than 2.00. Fresh Start Policy petitions are permitted to students who are coming back after a two year absences do to suspension, dismissal or to those who left on their own accord. Fresh Start status must be requested within one semester (fall or spring) of completing at least 12 graded credit hours on which a cumulative grade point average of 2.00 or higher has been earned. The Fresh Start option applies only to courses taken before re-enrollment. A personal statement, supporting documentation, two letters of support and an academic plan must be provided with the petition for re-enrollment eligibility.
- ☐ **be permitted to re-enroll (term) after dismissal (term) from the university**
  - If you have been dismissed and have sat out the required two years, you must petition for re-admittance. In addition to your DAR and a personal statement of extenuating circumstances, you must also provide two letters supporting your re-admittance and an academic plan of action supported by an advisor in your major.
- ☐ **validate course work over ten years old from (term) through (term) for (degree/major).**
  - In addition to your DAR and personal summary explaining your reasons for validating old credit, you must meet with an academic advisor and receive departmental permission before proceeding with this petition.
- ☐ **EHS only - Student Teaching: To waive or teach outside of the designate area:** Only available for licensure programs in EDT or EDP petitions must first be heard by the departments. Final action will be taken by the divisional committee. In addition to your DAR, please provide a personal statement explaining your request.

**Separate Form: Drop a course in the current term after the drop deadline with documentation** To be used where there is documentation verifying a request to drop was made to the instructor prior to the “last day to drop without a grade” deadline (20%) however the request to drop was not received in the Registrar’s Office until after the drop deadline. The last date of attendance (mm/dd/yyyy) or non-attendance must be verified by the course instructor.

**Withdraw from a course in the current academic year after withdrawal deadline** All instances require documented extenuating circumstances plus last date or never attended must be provided by the course instructor.

**Separate form: EHS Department Request for Adjustments to student DAR (separate form)** To request a course substitution, accept a course for credit in the major, waive a required course, waive the major GPA, etc. Department will submit form on student’s behalf to the Dean’s office.

**Electronic submission: Miami Plan Foundation exceptions (separate form):** Any exceptions to the Miami Plan Foundation courses, thematic sequence or capstone can be submitted on line **to the Liberal Education Office at 103 CAB., 301 S. Campus Ave.** at: <http://miamioh.edu/liberal-ed/current-students/miami-plan-petition/index.html>

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