



# Undergraduate Student Petition

This form is used to request an exception to a departmental, divisional (FSB), or University regulation. Typically, petitions are only approved if verified, extenuating circumstances exist. The completed petition must be submitted to Mrs. White, Student Services Office, 1022 FSB. Mrs. White acts as the petitioner's advocate; it will be important that she show all facts concerning the circumstances. Additionally, it is recommended that a student meet with their Academic Advisor before submitting the petition. The Academic Advisor can help determine information and signatures that will be needed to appropriately consider the request.

## To submit a petition:

1. Schedule an appointment to meet with your Academic Advisor to review the petition process.
2. Complete the top portion of the petition, attaching additional information as necessary.
3. Obtain any required signatures or statements recommended by the Academic Advisor.
4. Submit the completed petition to Mrs. White at [chanelle.white@miamioh.edu](mailto:chanelle.white@miamioh.edu).

## Examples of petitions:

- University Regulations:
  - To delete a course from the record
  - To withdraw from a course with a grade of "W" after the deadline
  - To change the status of a course from grade to credit/no credit (or vice versa) after the deadline
  - To waive the period of suspension or to hold dismissal in abeyance
  - To amend the terminal residency requirement
- Divisional or Departmental Requirements:
  - To substitute a course for a core or major requirement

## General guidelines:

- A petition to **change the status of a course from grade to credit/no credit or audit** (or vice versa) after the deadline is rarely approved. Such approvals occur only under documented extraordinary circumstances or in the event the registration was a University error.
- A petition to **withdraw from a course after the "W" deadline** must include a personal statement from the student, comment and signature from the faculty member, and documentation of extenuating circumstances. Students are advised to continue attending the course until an outcome on the petition is known.
- Any petition to **modify the curriculum** must include the support of the lead advisor or chair of the respective department.
- A **signature of an instructor** only indicates that the individual is aware of the petition. If the instructor supports the petition or wishes to submit information about the petition, written comments should be included or provided directly to Mrs. White.





NAME \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT ID# \_\_\_\_\_ DIVISION **FSB** MAJOR \_\_\_\_\_

MIAMI HRS ATTEMPTED \_\_\_\_\_ HOURS EARNED \_\_\_\_\_ GPA \_\_\_\_\_

EXP GRAD DATE \_\_\_\_\_ MIAMI EMAIL \_\_\_\_\_

CAMPUS:  OXFORD  HAMILTON  MIDDLETOWN

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

I hereby petition to:

\_\_\_\_\_  
\_\_\_\_\_

My reasons are (attach additional statement if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_

===== SIGNATURES (IF RECOMMENDED) =====

Department Chair Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Instructor Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Chief Departmental Advisor Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Other Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

===== PLEASE DO NOT WRITE BELOW THIS LINE =====

Action taken:

Divisional Committee of Advisors:  Approved  Denied Date \_\_\_\_\_

Interdivisional Committee of Advisors:  Approved  Denied Date \_\_\_\_\_

