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 know all facts concerning the circumstances. Additionally, a student must meet with a Student Services Advisor, 1022 FSB, before submitting the petition. The advisor will help determine information and signatures that will be needed to appropriately consider the request.

To submit a petition:
1. Complete the top portion of the petition, attaching additional information as necessary.
2. Schedule an appointment to meet with a Student Services Advisor, 1022 FSB, 513-529-1712.
3. Obtain the signature of a Student Services Advisor.
4. Obtain additional signatures and comments recommended by the Student Services Advisor.
5. Submit completed petition to Mrs. White, 1022 FSB.

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 chief advisor or chair of the respective department.
• A signature of an advisor or instructor only indicates that the individual is aware of the petition. If the advisor or instructor supports the petition or wishes to submit information about the petition, written comments should be included or provided directly to Mrs. White.
# Undergraduate Student Petition

<table>
<thead>
<tr>
<th>NAME _______________________________</th>
<th>DATE ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT ID# _________________________</td>
<td>DIVISION <strong>FSB</strong> MAJOR _____________</td>
</tr>
<tr>
<td>MIAMI HRS ATTEMPTED _____</td>
<td>HOURS EARNED _____</td>
</tr>
<tr>
<td>MIAMI EMAIL _________________________</td>
<td>CAMPUS: □ OXFORD □ HAMILTON □ MIDDLETOWN</td>
</tr>
<tr>
<td>ADDRESS ____________________________________________</td>
<td></td>
</tr>
<tr>
<td>CITY ____________________________</td>
<td>STATE ____</td>
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</tbody>
</table>

I hereby petition to: ____________________________

My reasons are (attach additional statement if necessary): ____________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Student’s Signature: ____________

========================================== REQUIRED STUDENT SERVICES ADVISOR SIGNATURE ===========================================

Student Services Advisor Comments: ____________________________________________

Signature: ____________________________

Other signatures and comments as recommended by advisor:

Faculty Advisor Comments: ____________________________________________

Signature: ____________________________

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 ____________________________

Revised by FSB Advising, 8/19