## Petition a Variance in Policy
### Cover Sheet

**Name:** __________________________________  **ID#** _________________________  **Date:** __________

### What are you petitioning? (Select only one item)

<table>
<thead>
<tr>
<th>Option</th>
<th>Have you been attending the course?</th>
<th>Y</th>
<th>N</th>
<th>Last date of attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late add to a course</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late drop of a course</td>
<td>Y</td>
<td></td>
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<tr>
<td>Withdraw from a course</td>
<td>Y</td>
<td></td>
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<tr>
<td>Waive senior residency</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Enroll in more than allowed # of credits</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
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</tbody>
</table>

### Written Statement

There is space on the other side of this worksheet for you to write a few sentences explaining your petition. If you would like to explain your petition request in more detail, please attach a longer statement that further explains your petition request.

### Supporting Documents

For some petitions, it is advised that you attach additional documentation. This may include but is not limited to medical documents, faculty or advisor recommendations, or personal documents. Please consult with an academic advisor to learn which documents would best support your petition.

### The Petition Process

**Academic Standards and Advising Committee (ASAC) – for most academic petitions**

- During the fall and spring semesters, ASAC meets every Thursday. During the summer, ASAC meets every other week. Please note that holidays and school closings may affect their ability to meet.
- Petitions are due Monday at 9:00am to Academic Advising to be heard within the same week.

**Discovery Committee – for petitions related to Discovery Requirements**

- During the fall and spring semesters, the Discovery Committee meets regularly according to a predetermined schedule.
- Petitions are due to Academic Advising no later than **10 days before** a Discovery Committee meeting.
- The dates for Spring 2019 are as follows and are subject to change:
  - February 6
  - February 20
  - March 6
  - March 20
  - April 3
  - April 17
  - May 1
  - May 15

**Writing Intensive Committee – for petitions regarding the Writing Intensive Requirement**

- The Writing Intensive Committee meets **once a semester**.

Please send all financial petitions directly to the UNH Manchester Business & Student Accounts Office.

**NOTE:** When a decision has been made about your petition, the results will be sent to your UNH email.
University Of New Hampshire At Manchester – Petition for Variance in Policy

WITHOUT APPROPRIATE SUBSTANTIATING DOCUMENTATION YOUR PETITION WILL BE DENIED.

Student ID #: ______/_____/_______ Date: _______________________

Name: ____________________________    ____________________________    __________________

Last First Middle

Program: □ UNH Manchester

□ UNH Durham □ Cont. Educ.

Local Address: _________________________________

City: _________________________________

State & Zip: _________________________________

Phone: _________________________________

I request

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Signature:

(attach additional pages if necessary) do not write below this line

Instructor's/Advisor's Comments:

________________________________________

________________________________________

Recommendation: □ Approve □ Deny Signature: Date:

Instructor's/Advisor's Comments:

________________________________________

________________________________________

Recommendation: □ Approve □ Deny Signature: Date:

If this petition will impact your financial account:

Business Office: Date: Financial Aid: Date:

Action: □ Approve □ Deny

Dean/Administrative Officer Signature: Date