

Petition a Variance in Policy Cover Sheet

Name: _____

ID# _____

Date: _____

What are you petitioning? (Select <u>only</u> one item)			
<input type="checkbox"/> Late add to a course	Have you been attending the course?	Y	N
<input type="checkbox"/> Late drop of a course	Have you been attending the course?	Y	N Last date of attendance: _____
<input type="checkbox"/> Withdraw from a course	Have you been attending the course?	Y	N Last date of attendance: _____
<input type="checkbox"/> Waive senior residency	Have you completed a Transfer Credit Prior Approval form?	Y	N
<input type="checkbox"/> Enroll in more than allowed # of credits	How many total credits would you like to enroll in? _____		
<input type="checkbox"/> Other:			

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 **Fall 2018** are as follows and are subject to change:

September 5	September 19	October 3	October 17
October 31	November 14	November 28	December 12

Writing Intensive Committee – for petitions regarding the Writing Intensive Requirement

- The Writing Intensive Committee meets **once a semester**.
- Petitions are due **January 18, 2019** to Academic Advising in order to be reviewed by the Writing Intensive Committee for their spring 2019 hearing.

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 Local Address: _____

UNH Durham Cont. Educ. City: _____

Option/Major _____ State & Zip: _____

Phone: _____

I request _____

Course _____ Semester _____

Reasons for this 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 _____