Petition a Variance in Policy
Cover Sheet

Name: ________________________________  ID# _________________________  Date: ________

What are you petitioning? (Select only one item)

☐ Late add to a course  Have you been attending the course?  Y  N

☐ Late drop of a course  Have you been attending the course?  Y  N  Last date of attendance:______

☐ Withdraw from a course  Have you been attending the course?  Y  N  Last date of attendance:______

☐ Waive senior residency  Have you completed a Transfer Credit Prior Approval form?  Y  N

☐ Enroll in more than allowed # of credits  How many total credits would you like to enroll in? ________________________

☐ 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
☐ UNH Durham  ☐ Cont. Educ.

Local Address: _________________________________
City: _________________________________
State & Zip: _________________________________
Phone: _________________________________

Option/Major _________________________

I request
_____________________________________
_____________________________________
_____________________________________

Course
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: __________