



UNDERGRADUATE AND VISITING STUDENTS
ACADEMIC PETITION

(See reverse side for instructions)

800

UNC Charlotte ID Number

Name: _____ Major: _____
(Please Print) Last First M. I.

Current Address: _____ City & State: _____ ZIP: _____

Home Phone: (____) _____ Cell: (____) _____ Email: _____

STUDENT: Complete this section thoroughly. Attach any necessary documentation that substantiates your request. Justification must indicate extenuating circumstances that prevented following established deadlines, rules, policies, and procedures.

**ANY EXISTING FINANCIAL HOLDS ON YOUR ACCOUNT MAY PREVENT PROCESSING OF THIS FORM.
PLEASE MAKE SURE ALL HOLDS HAVE BEEN PROPERLY REMOVED.**

Course Involved: _____ Term/Year: _____

Requested Action: _____

Justification for Exception to the Policy: _____

(Attach separate sheet if more room is needed) _____
Student Signature Date

ADVISOR: Recommended Not Recommended

Advisor's Comments: _____

Advisor Signature Date

INSTRUCTOR: (for course requirements) Student Status: Never Attended Is/Was Passing Is Not/Was Not Passing

Instructor's Comments/Recommendations: _____

Instructor Signature Date

CHAIR OF DEPARTMENT OF STUDENT'S MAJOR: Recommended Not Recommended

Chair's Comments: _____

Chair Signature Date

COLLEGE ASSOCIATE DEAN OF STUDENT'S MAJOR: Approved Not Approved

(PLUS Associate Dean of College of Education for Teacher Education Students)

Assoc Dean's Comments/Action Needed: _____

Associate Dean Signature Date

Processed by: _____ Date: _____ SPACMNT _____ Emailed: _____



UNC CHARLOTTE

INSTRUCTIONS FOR ACADEMIC PETITION

ANY EXISTING FINANCIAL HOLDS ON YOUR ACCOUNT MAY PREVENT PROCESSING OF THIS FORM. PLEASE MAKE SURE ALL HOLDS HAVE BEEN PROPERLY REMOVED.

Degree-Seeking Students

After completing student section at top of form, including justification, and attaching any additional necessary documentation:

In the order listed below, obtain the following necessary signatures:

- 1) Recommendation from Advisor
- 2) Recommendation from Instructor (if the petition applies to a specific course)
- 3) Recommendation from Department Chair of your major

Then, submit for approval to the Associate Dean of the College of your major.

Note: Decisions that require a change or action as the result of the Academic Petition will be handled directly between the Associate Dean's Office and the Office of the Registrar.

Visiting Students

After completing student section at top of form, including justification, and attaching any additional necessary documentation:

- 1) Obtain the recommendation and signature from Instructor if the petition applies to a course
- 2) Deliver completed form to the Office of the Registrar

Tuition Refund

After the *Academic Petition* has been approved, to request a refund, a separate *Appeal for Tuition, Housing, and Dining* form must be submitted to the Office of Student Accounts. Subsequent decisions about refunds are independent of this *Academic Petition* and are based on the *Fee Payment and Appeal Policies*.

See "Tuition Appeal Form" online at <http://finance.uncc.edu/student-accounts/refunds>.