

Petition for Exception

Name: _____

Student ID Number: _____

UMKC E-mail Address: _____

Contact Number: _____

STEP ONE: I am petitioning for (please mark all that apply):

_____ the review of a course from another institution to fulfill a UMKC requirement. Student must provide copy of the course syllabus with this request.

Course(s) to be reviewed _____ (for example—ENGL 101, Introduction to Composition I)

Institution(s) where completed _____ Term(s) Completed _____

I would like this course to be considered for _____

_____ consideration of a request to take a course or courses at another institution during a semester in which I will also be enrolled at UMKC (Concurrent Enrollment).

Course(s) _____ (for example—ENGL 101, Introduction to Composition I)

Institution _____ Term _____

_____ a course substitution. Course completed _____ Please consider this course for _____

_____ a break in the University's Residency Requirement.

_____ late enrollment in a course. Note: Instructor approval on an add/drop slip is also required.

Course(s) to be added _____ Term _____ Total # Hrs for Term _____

_____ late withdrawal from a course. An add/drop slip with instructor signature and a notation of "W" or "WP," withdraw passing or "WF," withdraw failing is also required.

Course(s) to be dropped _____ Term _____ Total # Hrs remaining this term _____

Are you an international student? Yes No International students are responsible for ensuring that dropping this course (or these courses) will not result in their under-enrollment. If so, the student is responsible for completing a Full-Time Equivalency form (available on the ISAO website). The FTE form must be submitted with the request to drop the class.

Students who receive financial aid or an institutional scholarship should check with the UMKC Financial Aid and Scholarships Office to learn if and how this action will impact eligibility for aid in the future.

_____ an overload of hours. Total number of hours proposed _____ Term _____. Please list proposed courses in Step Two on the back of the page.

_____ other consideration. Please explain your request in Step Two on the back of the page.

STEP TWO: Use the space below to explain the reasons for your petition. You can provide supplemental documentation to support your request.

Student Signature _____ Date _____

Please note: Some petitions require review beyond the Student Services Office so decisions may not be immediately available. Students will be notified via UMKC e-mail of the decision on their petition. Submitting a petition for exception does not guarantee the request will be approved.

For Student Services use:

Previous petitions considered _____

Reviewer's Comments _____

Reviewer's Signature _____ Date _____

Student notified of decision by _____ Date _____ Notice to Registrar's Office: Yes / Not Needed