



UNIVERSITY OF CALIFORNIA, MERCED  
Office of the Registrar

## Petition of Academic Policy

5200 N. Lake Rd., Merced, CA 95344 / Phone: (209) 228-7178 / Fax: (209) 228-4694 / registrar.ucmerced.edu

This petition process exists for students who seek an exception to stated university-wide academic policies, procedures, and/or regulations in cases where extenuating circumstances are evident and can be substantiated. Return the completed form with all required items to your Academic Advisor or Graduate Group Coordinator. Students will not be provided an opportunity to meet in person with the Dean. Therefore, it is important the appeal include all necessary information. Instead of using the designated fields below, you are welcome to attach a statement as long as it includes all the requested information. Incomplete petitions will be denied.

### Personal Information

UCM ID Number

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Request:** Citation of the policy for which you are requesting an exception. Also attach the completed form, if appropriate, based on the exception you are requesting. For instance, attach a Course Withdraw form if you are requesting an exception to the deadline to withdraw from a course due to hospitalization.

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**Reason:** Statement of the extenuating circumstances or reason your request should be considered. Supporting documentation is required (see below). Instead of using the space provided below, you are welcome to attach a typed statement.

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**Documentation:** Provide a list of the attached supporting documentation. More information on suggested documentation is on the reverse side of this form.

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### Student Signature All boxes must be checked

- ☐ I certify that, to the best of my knowledge, all information I have provided above is accurate and correct.
- ☐ I understand that additional documentation cannot be submitted after the petition has been reviewed. Therefore, all necessary information and documentation have been included with this request.
- ☐ I understand that I am seeking an exception to a stated university-wide academic policy, procedure, and/or regulation.
- ☐ I assert that my extenuating circumstance(s) are evident and can be substantiated.
- ☐ I have met with my academic advisor, as evidenced by the signature below. Although the signature below does not signify support, it does indicate that my academic advisor is aware of my request for an exception to an academic policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor/Grad Group Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Action on Petition:

Updated on 07/27/17

Final Dean or Vice Provost Decision: ☐ Approve ☐ Deny

Dean:

Date:

Print Form



Please read carefully

### **Extenuating Circumstances**

Extenuating circumstances beyond a student's control could include, but are not limited to the list below. Experiencing and documenting an extenuating circumstance is not automatic cause for petition approval.

- Documented death of an immediate family member (spouse, mother, father, guardian, sister, brother, son, or daughter)
- Documented major medical issue experienced by the student or immediate family member (designated above)
- Documented domestic violence
- Documented involuntary call to active military duty
- Documented other extreme circumstances (case by case basis)

The following circumstances are not considered extenuating and beyond the student's control:

- Not knowing the deadline or procedure
- Work conflicts
- Incarceration resulting from a guilty verdict
- Voluntary overtime
- Not needing or wanting a class, not doing well in a class, not knowing you were enrolled in a class
- Having too heavy of a course load
- Wishing to improve your GPA

### **Documentation**

Your inability to provide supportive documentation may result in your appeal being denied. Please submit date-specific supportive documentation. Do not submit original documents as they will not be returned. Documentation could include, but is not limited to:

- Medical documentation, which could include a letter from a physician or counselor on letterhead indicating the dates you were under care
- Copy of a death certificate or obituary
- Accident reports, policy records, court records
- Statements from each individual instructor for every course change being petitioned. Such statements should include confirmation of attendance, the start and/or end dates of your participation in the course, and any other information as applicable to the situation you are petitioning. *Statements are strongly recommended if you are requesting a course add, drop, or withdraw.*

*Petitions submitted without this documentation will likely be denied.*

- A graduation plan outlining how you plan to finish your degree requirements
- A statement from your academic advisor or campus authority involved in your situation
- Any other documentation that will support the reason your request should be considered

### **Your appeal must include the following:**

- ☐ A completed Petition of Academic Policy form
- ☐ Attached form, if appropriate, based on the exception you are requesting. For instance, attach a Course Withdraw form if you are requesting an exception to the deadline to withdraw from a course.
- ☐ A typed personal statement (or use the front of this form)
- ☐ Attached documentation of the extenuating circumstances that led to your request

### **Process**

Students will not be provided an opportunity to meet in person with the deciding body. Therefore, it is important the appeal include all necessary information. Unexplained or excessive delay between discovering the necessity of filing this petition and submitting it may be grounds for denial. Students should submit their petition directly to the School of their major to obtain Academic Advisor signature. The petition will then be delivered, by the advisor, to the appropriate deciding body. Both the student and Academic Advisor will be notified via email of the final decision within twenty business days. The notification may be extended if the deciding body is the Undergraduate or Graduate Council.