

Advising Center for the Colleges of Arts & Humanities and Languages, Linguistics, & Literature

2600 Campus Road, QLC 113 • Honolulu, HI 96822 • Telephone: (808) 956-8755 • Fax: (808) 956-9796

Petition Form

Name: _____ UH ID#: _____

Phone: (_____) _____ UH Email: _____@hawaii.edu

Please accept this petition requesting an exception to University policy, as indicated below. I understand that approval of my request can impact my financial aid, VA benefits, insurance, visas, etc. I have consulted with the appropriate offices/agencies regarding my responsibilities. I also certify that the information provided in my petition is correct. I understand that providing false statements or documentation violates the Student Conduct Code and will result in automatic denial of my request.

Signature Date

I. I AM REQUESTING THE FOLLOWING (check all that apply):

o Enrollment Status:

- Readmission after Dismissal
- Leave of Absence for _____ Semester returning to UHM: _____
 - Late (within the current semester) **OR**
 - Retroactive (for a previous semester) **OR**
 - Extension (applies after two semesters of leave have been used)

o Change in Registration:

- Addition of course(s) after deadline: _____
List specific course(s) and CRN(s)
- Withdrawal from: _____
Semester/Year
 - Complete (withdrawal from all courses)
 - Partial (withdrawal from only some courses – list specific courses and CRNs): _____ -

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- With “W” grade (course remains on transcript; W grades do not impact GPA)
 - Without “W” grade (course does not appear on transcript; requires proof of non-participation in each class)
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- Late (within the current semester)
 - Retroactive (after the last day of finals)

- Tuition Refund for _____ (Note: student fees are not refunded)
Semester/Year
 - 100% (requires proof of non-participation in the semester)
 - 50% (requires proof of non-participation after Week 3 of the semester)

- Change in Grading Option (A-F or CR/NC) for _____
List specific course(s)

○ Adjustment of Academic Action:

This petition concerns: I am petitioning to:

- Probation
- Rescind the Action
- Suspension
- Waive required absence period and remain enrolled
- Dismissal
- (applies to Suspension and Dismissal actions only)

○ Waiver of College or Program degree requirement:

Hawaiian/Second Language Requirement

Other: _____

○ Other:

Other: _____

II. PERSONAL STATEMENT EXPLAINING EXTENUATING CIRCUMSTANCES

The phrase “Extenuating Circumstances” refers to situations outside of your control that affect your overall academic performance and that interfere with your ability to understand a policy or meet a deadline.

➔ **Type your personal statement on a separate sheet of paper and attach it to this form.**

Your personal statement must include the following:

1. Explain why you are requesting an exception to University policy.
2. Provide a clear, concise description of your extenuating circumstances and a persuasive reason you should be granted this exception when other students are not.
3. Explain why you were unable to meet the published deadline and why you did not seek advising assistance in a more timely manner.
4. If you are requesting an exception for only some of your courses (for example, to withdraw from some courses but not others), explain why. In general, extenuating circumstances impact all courses; if that is not true in your case, explain why.

III. SUPPORTING DOCUMENTATION

The committee reviewing your case cannot grant an exception to policy based solely on your statement; you must also provide supporting documentation for anything you claim. Document your extenuating circumstances with items such as “Instructor Forms” (available online), medical records, police records, airline boarding passes, etc. Dates are especially important.

Advising Center Petitions Committee

Approved Denied (Letter Code: _____) Chair Initials/Date: _____

Comments: _____

Mānoa Petitions Committee

Approved Denied w/50% Denied Effective Date of w/d: _____