CMNS ~ Petition for Exception to Policy

Undergraduate Student Services • 1300 Symons Hall • 301-405-2080 • fax-301-405-1655 cmnsque@umd.edu

<table>
<thead>
<tr>
<th>PLEASE PRINT CLEARLY (BLACK OR BLUE INK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:________________________________</td>
</tr>
<tr>
<td>UID# ________________________ Date: __________</td>
</tr>
<tr>
<td>E-Mail:_____________________________ Phone: ______________________</td>
</tr>
<tr>
<td>Action Requested:____________________ Semester: ________________</td>
</tr>
</tbody>
</table>

- The College will consider an exception to academic policy **ONLY IN RARE & EXTRAORDINARY CIRCUMSTANCES THAT WERE BEYOND YOUR CONTROL.** The College does not make exceptions for poor judgment, poor performance, or forgetfulness. It is your responsibility to know and adhere to all academic policies.
- **Full documentation is required** for all requests (e.g., hospitalization records, letter on letterhead from medical professional documenting dates and extent of illness, obituary in the case of death of an immediate family member, etc.). All supporting documentation submitted with this request will be kept confidential. *Submission of false statements and or documentation will result in referral to the Office of Student Conduct and possible dismissal or suspension from the University.*
- Failure to submit documentation will result in an AUTOMATIC DENIAL.
- Decisions on exceptions to policy will be sent to your email address within 2 to 3 business days.

**STATEMENT OF JUSTIFICATION**

Attach a **TYPEWRITTEN** Statement of Justification that persuasively explains why your case warrants administrative exception. In your statement describe the circumstances leading to your request. Include any information and **DOCUMENTATION** that may be pertinent to making a decision, including future plans.

I have read the information above and on the back, and will provide **DOCUMENTATION** as needed. By signing this petition, I affirm that the statement and documentation I have provided are accurate.

Student signature: __________________________ Date: __________

☐ Check here if this is your final semester & the decision of your petition will affect your graduation.

**ACTION REQUESTED:** Select the appropriate action from the reverse side of this sheet. Some actions require the submission of an additional form. The additional forms are available in 1300 Symons Hall or online at [http://www.cmns.umd.edu/undergraduate/forms.htm](http://www.cmns.umd.edu/undergraduate/forms.htm)

**APPROVED/DENIED/PENDING**

Dean's Office Signature: __________________________ Date: __________

Updated September 2012
ACTION REQUESTED: (Please read carefully and check the appropriate action):
*Form available in 1300 Symons Hall or online at: [http://www.cmns.umd.edu/undergraduate/forms.htm](http://www.cmns.umd.edu/undergraduate/forms.htm)

- **Credit Limit***
  Students are allowed to enroll in 17 credits (fall/spring), 8 credits (per summer session), 4 credits (winter). Attach a “Request for Heavy Load/Register for More Than 17 Credits” form. Approval requires a minimum GPA (depending upon your major) and approval of your advisor.

- **Time Conflict***
  Approval requires an email of support from both course instructors, unless only one class is affected by the conflict. Attach a “Permission to Register for Courses with a Time Conflict” form.

- **Permission to Enroll within the final 30 credits***
  Attach a completed “Permission To Enroll” form. If approved, pick up your form from 1300 Symons Hall.

- **Repeat Policy: Enroll in a course for a third time**
  Note: University Policy allows 2 attempts. Credit is granted for a course only once.
  
  Course: ____________________ Term you wish to retake the course: ____________________

- **Repeat Policy: Exceed the 18 repeat credit limit**
  Note: Credit is granted for a course only once.
  
  Course: ____________________ Term you wish to retake the course: ____________________

- **Drop over 4 credits**
  Note: Dropping below 12 credits may affect your financial aid, on-campus residency, visa status or athletic eligibility. Check with the appropriate office(s) before taking this action. In your statement, justify extenuating circumstances that prevented a drop prior to the University deadline and why this course should be dropped and not others.
  
  Course: ____________________

- **Late Add**
  Provide documentation of instructor approval, and get permission from the appropriate department first.
  
  Course: ________________ Section: ____________ Credits: _______ Grading Method: __________

- **Late Drop**
  Circle one: drop with a “W” drop without a “W”
  Note: Dropping below 12 credits may affect your financial aid, on-campus residency, visa status or athletic eligibility. Check with the appropriate office(s) before taking this action. In your statement, justify extenuating circumstances that prevented a drop prior to the University deadline and why this course should be dropped and not others.
  
  Course: ____________ Section: ____________ Last date of course attendance: ____________

- **Other**

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________