Petition for Exception to University Policy

Before completing this petition read information on page 2 and review the related university policy. Discuss program policies and other options with your advisor.

Student Information

Name
Phone
Major
HSU ID#
HSU Email

Your Request

Course: Subject/Number CN # Title: When did you take (or plan to take) this course? Semester: Year

- Exception to Repeat Policy (select type below) Requires approval of Advisor, Department Chair & Associate Dean
  - Read the Repeat Policy at www.registrar.humboldt.edu/forms
- Change Grade Mode After the Deadline (select type below) Use if changing from CR/NC to letter grade or vice versa.
  - Needed for graduation. Requires approval of Advisor.
  - Needed for financial aid or retention. Requires approval of Instructor, Department Chair & Associate Dean
  - Course is letter grade only, requesting CR/NC. Requires approval of Instructor, Department Chair & Associate Dean

☐ Extend the Incomplete Deadline to: (up to one additional year) Requires approval of Instructor

☐ Other (Describe in your statement. Contact the Office of the Registrar to determine which signatures are required.)

Your Reasons

☐ Needed for graduation ☐ Extenuating, documented circumstances beyond my control (see examples on page 2) ☐ Other

Required Attachments

☐ Statement is attached. (See How to: Step 2) ☐ Supporting documentation is attached (See How to: Step 3)

By signing below, I hereby certify that all information reported on this form and attached statement are true, complete and accurate. I have discussed other options with my advisor.

Student’s Signature Date

Required Signatures (varies with type of exception being requested - see above)

☐ Approved ☐ Denied Instructor’s Name (printed) Instructor’s Signature Date

☐ Approved ☐ Denied Advisor’s Name (printed) Advisor’s Signature Date

☐ Approved ☐ Denied Department Chair’s Name (printed) Department Chair’s Signature Date

☐ Approved ☐ Denied Associate College Dean’s Name (printed) Associate College Dean’s Signature Date

The Office of the Registrar uses your HSU email for official communications.

Phone

Office of the Registrar ● SBS 133 ● Arcata, CA 95521-8299 ● 707-826-4101
This form is solely used to request an exception related to your academic records. Action initiated with this form does not imply financial reimbursement for tuition and fees. Please address questions regarding reimbursement to Student Financial Services.

How to…

Step 1. Complete Page 1.
Contact the Office of the Registrar or your Academic Advisor with questions. Note: Individual programs may have policies that are more restrictive than general university policy. For example, students in some programs are limited to one repeat attempt for any major course.

Step 2. Write and attach your statement.
Describe your request in detail.
Describe the reason for your request and provide supporting documentation (see Step 3)
Describe why your requested exception to policy should be approved. What will happen if the petition is denied? Which alternatives have you explored?

Step 3. Attach supporting documentation
Attach written documentation that supports the reason for your request.
Examples of supporting documentation include: letter from employer, letter from physician (do not submit medical records), court documents, or communications from HSU departments.

Step 4. Get required signatures
Refer to the Request Types on page 1 for signature instructions. Contact the Office of the Registrar with questions.

Step 5. Submit this form, your typed statement, and documentation in to the Office of the Registrar
Please note that petitions missing required information, documentation and/or signatures will be returned to you unprocessed.

Will my petition be approved?
To increase the likelihood of approval, be sure to clearly show why this change is needed for graduation. Petitions without documentation or clear evidence the change is necessary for graduation are generally denied.

If the change is NOT needed for graduation, describe any extenuating circumstances beyond your control, such as:

<table>
<thead>
<tr>
<th>Severe illness or injury</th>
<th>Psychological issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate behavior of someone in class</td>
<td>Called to military service</td>
</tr>
<tr>
<td>Death of a close family</td>
<td>Member loss of care of dependents</td>
</tr>
<tr>
<td>Serious change in your financial situation</td>
<td></td>
</tr>
</tbody>
</table>

The following examples are not considered “beyond your control” and do not justify an exception to university policy:

<table>
<thead>
<tr>
<th>Deciding to change majors after the deadline to add/drop classes</th>
<th>Not being aware of a deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipating you may earn a low or failing grade</td>
<td>Not knowing how or when to drop</td>
</tr>
<tr>
<td>Being too busy with other classes, work or extracurricular activities</td>
<td>Taking too many units</td>
</tr>
<tr>
<td>Anticipating you may earn a higher grade than expected</td>
<td>Not liking the class</td>
</tr>
</tbody>
</table>

Petitions without documentation of extenuating circumstances are generally denied.

For office use only

<table>
<thead>
<tr>
<th></th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Approved</td>
<td></td>
</tr>
<tr>
<td>□ Denied</td>
<td>Office of the Registrar</td>
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</tbody>
</table>

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<thead>
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<th></th>
<th>Notes:</th>
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</thead>
<tbody>
<tr>
<td>□ Approved</td>
<td>Vice Provost and Dean of Undergraduate and Graduate Studies</td>
</tr>
</tbody>
</table>