**Guidelines for Petitions** (approved 9/23/2019)

The chart below outlines suggested documentation for academic petitions. It is not meant to outline every situation and should be used only as a guide. Since each student situation is unique, every petition and included documentation to be unique. Decisions made by the Student Scholastic Committee do not set precedence.

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**ALL STUDENT ESSAYS MUST BE TYPED, DATED AND SIGNED**

<table>
<thead>
<tr>
<th>REQUEST</th>
<th>DOCUMENTATION REQUIRED</th>
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<tr>
<td>Late adding a course(s)</td>
<td><strong>Petition Requirements:</strong>&lt;br&gt;1. A student signed and dated essay stating the reason(s) they were unable to add the course by the deadline.&lt;br&gt;   a. Any extenuating circumstances must be documented (i.e. doctor’s statement).&lt;br&gt;2. The instructor’s signature (for the course requesting to late add) in Part 3</td>
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<td>Late changing sections of the same course</td>
<td><strong>Petition Requirements:</strong>&lt;br&gt;1. A student signed and dated essay stating the reason(s) they were unable to add/drop section by the deadline.&lt;br&gt;   a. Any extenuating circumstances must be documented (i.e. doctor’s statement).&lt;br&gt;2. Include the five-digit class number for the section to add&lt;br&gt;3. Include the five-digit class number for the section to drop&lt;br&gt;4. The instructor’s signature (for the section requesting to late add) in Part 3</td>
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<td>Enroll in the same course a third time</td>
<td>Students may only repeat a UMR course once. Requests to take a course more than two times times are rarely approved.&lt;br&gt;Requests for taking a course a third time are <em>unlikely</em> to be approved for the following reasons:&lt;br&gt;   • Improve GPA&lt;br&gt;   • Need a better grade for admission to major/graduate school&lt;br&gt;   • Change Probation/Suspension status&lt;br&gt;   • Can take an approved equivalent course at another institution, or online&lt;br&gt;   • Did not realize a course couldn’t be repeated a third time&lt;br&gt;   • Received a lower grade second time course taken&lt;br&gt;   • Did not take the course seriously the first two times&lt;br&gt;   • Conflict with the instructor&lt;br&gt;   • Miscalculated the level of difficulty&lt;br&gt;   • Took the course without taking the pre-req&lt;br&gt;   • Instructor supports student’s request or suggests a third repeat&lt;br&gt;Requests to enroll in a course for a third time <em>may be</em> considered for students who demonstrate:&lt;br&gt;   • The course is needed for their major (in which success has already been demonstrated) and there is no equivalent course available at another institution&lt;br&gt;   • Student has had a significant gap in enrollment at UMR&lt;br&gt;<strong>Petition Requirements:</strong>&lt;br&gt;1. A student signed and dated essay stating the reason(s) they need to enroll in a course for more than two times&lt;br&gt;   a. Any extenuating circumstances must be documented (i.e. doctor’s statement).&lt;br&gt;2. Success Coach’s signature in Part 3 with a statement of support (or no support)</td>
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<td>One time late Withdraw</td>
<td>Undergraduate student wishing to use the one-time drop option must submit a petition prior to 4:30 p.m. on the last business day before the final exam period begins.&lt;br&gt;<strong>Petition Requirements:</strong>&lt;br&gt;A student signed and dated petition with the “check here to use the one-time undergraduate discretionary course cancellation or withdrawal” box checked and course information entered Success Coach’s signature in Part 3 with a statement of support (or no support)</td>
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<tr>
<td>Topic</td>
<td>Petition Requirements</td>
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| **Reinstatement after suspension** | 1. A student signed and dated essay stating:  
   a. The issue(s) that led to the first suspension  
   b. Changes the student has made to ensure the same issues will not re-occur, so academic success can be realized  
   c. Long term goals and objectives  
      i. Any extenuating circumstances must be documented (i.e. doctor’s statement).  
2. Success Coach’s signature in Part 3 with a statement of support (or no support) |
| **Exceed credits in a semester** | 1. A student signed and dated essay stating:  
   a. Why the student must enroll in 21, or more, credits in a semester  
   b. Evidence of success with challenging course loads and multiple responsibilities  
   c. Whether the student is employed, and if so, how many hours per week  
2. Success Coach’s signature in Part 3 with a recommendation  
Undergraduate students are limited to 20 credits/term. Graduate students are limited to 18 credits/term. |
| **Withdrawing after the Deadline** | 1. A student signed and dated essay stating:  
   a. Why student was unable to drop the course(s) by the deadline; (i.e. what happened after the semester Withdraw deadline that made it difficult to be successful?)  
      i. Be as specific as possible and include dates whenever possible.  
      ii. Any extenuating circumstances must be documented (i.e. doctor’s statement).  
   b. Students petitioning to only Withdraw from part of their registration (i.e. two out of four courses), must include the reasons why they should stay registered for some courses and not others (i.e. extenuating circumstances only influence performance in a few courses?)  
   c. Whether the student is employed, and if so, how many hours per week  
2. Include the five-digit class number(s) for the section(s) to be withdrawn  
3. Success Coach's signature in Part 3 with a statement of support (or no support) |
| **Waive CLI 1000** | Petition Requirements:  
Students must demonstrate (via attaching copies of syllabi) they have met all six college-level academic skills outcomes listed below:  
1. Reading  
   a. Identify hypothesis/thesis  
   b. Identify methods/arguments  
   c. Identify findings/conclusions  
   d. Effective note taking  
2. Writing  
   a. Citation  
   b. Bibliography construction  
   c. Summarizing others’ work  
   d. Presenting original thoughts/work  
3. Analysis  
   a. Evaluating experimental/argumentative strengths/weaknesses  
   b. Formulating objections/responses/limitations  
4. Information Literacy  
   a. Identify appropriate academic sources  
   b. Statistical significance  
   c. Scope/applicability of conclusions  
5. Interdisciplinary Thinking  
   a. Understanding how and why disciplines approach questions differently  
   b. Application of multiple disciplinary perspectives towards single problem  
6. Community Building  
   a. Ability to work successfully in groups  
   b. Ability to appreciate and understand diverse perspectives |
| Waive CLI 1711 | Petition Requirements:  
Students must meet two of the four requirements listed below:  
- Earned 24 or more college credits on site at another accredited higher education institution (AP or College in the Schools courses do not apply)  
- Cumulative GPA 2.66 or higher in college coursework  
- Taken an "Introduction to University" seminar at another accredited higher education institution  
- Have significant years of previous work or life experience  
1. A student signed and dated essay addressing competency in:  
   a. How to achieve success in a university environment; time management, money management, interdependence, and group work; personal responsibility; and citizenship  
2. Success Coach's signature in Part 3, with a statement of support (or no support) |
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| Waive CLI 1712 | Petition Requirements:  
Students must have:  
1. Completed Clifton Strengths Assessment  
   a. The Clifton Strengths Assessment is purchased at https://tinyurl.com/ycz2qck7  
2. Resume  
3. Essay that discusses:  
   a. Your top five Clifton Strengths:  
   b. How Clifton Strengths relate to your career aspirations  
   c. Your interests (what excites your curiosity) and values (what is most important to you in life) and how they relate to career exploration. |
| Waive CLI 2713 | Petition Requirements:  
Student must have:  
1. A previous full-time professional or military career in healthcare for at least one year prior to attending UMR that can be demonstrated to the Coach and  
2. Successfully waived CLI 1712  
3. Resume  
4. Cover Letter  
5. Essay that discusses:  
   a. How the student has made intentional choices within their career journey.  
   b. Student experience with professional interviewing, including preparation, what went well and what could be done differently. |
| Waive Health Science language requirement when language can't be assessed by ALP | Petition Requirements:  
Students must be proficient in a language other than English.  
Attach to the Petition form:  
1. Completed Alternate Language Proposal (ALP) Process form (page 1 only)  
2. High-school transcript from a non-English speaking institution  
   OR  
1. Completed Alternate Language Proposal (ALP) Process form (page 1 and 2)  
2. IMAA letter stating the language cannot be assessed |