Guidelines for Petitions (approved 9/2018)
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.

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

<table>
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<th>REQUEST</th>
<th>DOCUMENTATION REQUIRED</th>
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| Late adding a course(s)        | **Petition Requirements:**  
|                                | 1. A signed and dated essay written by the student stating the reason(s) they were unable to add the course by the deadline.  
|                                | a. Any extenuating circumstances must be documented (i.e. doctor’s statement).  
|                                | 2. The instructor’s signature (for the course requesting to late add) in Part 3                                                                                                                                 |
| Late changing sections of the same course | **Petition Requirements:**  
|                                | 1. A signed and dated essay written by the student stating the reason(s) they were unable to add/drop section by the deadline.  
|                                | a. Any extenuating circumstances must be documented (i.e. doctor’s statement).  
|                                | 2. Include the five-digit class number for the section to add  
|                                | 3. Include the five-digit class number for the section to drop  
|                                | 4. The instructor’s signature (for the section requesting to late add) in Part 3                                                                                                                                 |
| Enroll in the same course a third time | Students may only repeat a UMR course once. Requests to take a course more than two times times are rarely approved.  
|                                | Requests for taking a course a third time are **unlikely** to be approved for the following reasons:  
|                                | ● Improve GPA  
|                                | ● Need a better grade for admission to major/graduate school  
|                                | ● Change Probation/Suspension status  
|                                | ● Can take an approved equivalent course at another institution, or online  
|                                | ● Did not realize a course couldn’t be repeated a third time  
|                                | ● Received a lower grade second time course taken  
|                                | ● Did not take the course seriously the first two times  
|                                | ● Conflict with the instructor  
|                                | ● Miscalculated the level of difficulty  
|                                | ● Took the course without taking the pre-req  
|                                | ● Instructor supports student’s request or suggests a third repeat  
|                                | Requests to enroll in a course for a third time **may be** considered for students who demonstrate:  
|                                | ● The course is needed for their major (in which success has already been demonstrated) and there is no equivalent course available at another institution  
|                                | ● Student has had a significant gap in enrollment at UMR  
|                                | **Petition Requirements:**  
|                                | 1. A signed and dated essay written by the student stating the reason(s) they need to enroll in a course for more than two times  
|                                | a. 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)                                                                                                                                 |
| One time late Withdraw      | 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.  
|                                | **Petition Requirements:**  
|                                | 1. A signed and dated petition with the the “check here to use the one-time undergraduate discretionary course cancellation or withdrawal” box checked and course information entered  
|                                | 2. Success Coach’s signature in Part 3 with a statement of support (or no support)                                                                                                                                 |
| **Reinstatement after suspension** | **Petition Requirements:**
| | 1. A signed and dated essay written by the student 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** | **Petition Requirements:**
| | 1. A signed and dated essay written by the student stating:
| | a. Why the student must enroll in 21, or more, 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** | **Petition Requirements:**
| | 1. A signed and dated essay written by the student 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 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 signed and dated essay written by the student 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)

| **Waive CLI 1712** | **Petition Requirements:**
| Students must have::
| ● Successfully waived CLI 1711
| ● Taken the Gallup StrengthsFinder and shared their Signature Theme Report with Success Coach
| | 1. A signed and dated essay written by the student addressing:
| | a. The main themes of the course
| | b. Student’s StrengthsFinder top 5 strengths, including personal reflection on top five strengths and how they relate to the student’s academic and career goals
| | c. Evidence of having conducted career exploration
| | d. A demonstrated high level of knowledge of the breadth of health career options
| | e. A high level of demonstrated self-awareness by reflecting on their interests, passions, and values
| | 2. Success Coach’s signature in Part 3, with a statement of support (or no support)
| **Waive CLI 2713** | **Petition Requirements:** Students must have had a previous full-time professional or military career in healthcare for at least one year prior to attending UMR.  

1. A signed and dated essay written by the student stating:  
   a. Types of interviews participated in and describe how the student prepared for the interview.  
   b. Detailed reflection of a past career decision and the process you used to make that decision.  

2. Professional resume  
3. Professional cover letter tailored to a job posting  
4. Success Coach's signature in Part 3, with a statement of support (or no support) |
| **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](#)  
2. Alternative Language Proposal denial letter  
3. Detailed explanation of how the student uses a non-English language in their daily life  
4. Success Coach's signature in Part 3 with a statement of support (or no support) |