

Both student and advisor will be notified via email of the Undergraduate Curriculum Committee's action within twenty-one days.

Return completed form and supporting documents

- **by email** to registrar@hamline.edu
- **by fax** to 651-523-2585
- **by mail** to Hamline University, Student Administrative Services, MS-A1750, 1536 Hewitt Ave, St. Paul MN 55104-1284
- **in person** to Student Administrative Services, East Hall 113

Please print:

Name (Last, First, M.I.): _____ Hamline ID: _____

Email (if not currently attending): _____ Phone: _____

What academic policy are you petitioning?

NOTE: If you are petitioning to add/drop/withdraw after the deadline, or for a retroactive Leave of Absence, you need to use the Undergraduate Petition of Registration Deadline, found at www.hamline.edu/registrar/forms.

Required items:

- Letter explaining the policy you are petitioning and the reasons that your request should be considered. For specific policies, access the Bulletin online at bulletin.hamline.edu.
- Documentation supporting the circumstances in your letter (as applicable).
- Discuss the petition with your advisor and obtain their signature (see below).
- This completed form with your signature (see below).

Advisor Statement: *I have discussed the exception for undergraduate registration or academic policy with the student.*

Advisor Printed Name: _____ Signature: _____ Date: _____

Advisor Comments: A signature only means you have discussed the petition with the student. You are invited to provide a statement of your perspective on the petition. The Undergraduate Curriculum Committee welcomes advisors' perspectives. To provide comments, go to www.hamline.edu/registrar, click on Faculty and Staff Resources and then Advisor Information.

Student Signature: _____ **Date:** _____

Sign in ink, or draw your signature with a mouse or touchscreen device. Typed signatures are not accepted.

Undergraduate Curriculum Committee Use Only:

Date: _____

- Petition Approved
- Petition Denied
- Petition Returned (student may resubmit)

Signed for UCC: _____

UCC Comments: