

The Curriculum Committee meets every two weeks. Both student and advisor will be notified via email of the Curriculum Committee's action within twenty-one days of submitting the petition.

Return completed form and supporting documents

- **by email** to registrar@hamline.edu
- **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

NOTE: If you are petitioning to add/drop/withdraw after the deadline, you need to use the Petition of Registration Add/Drop/Withdraw Deadline, found at www.hamline.edu/registrar/forms.

Student Information:

Name (First, Middle, Last):	Hamline ID:
Email:	Phone:
Advisor's Name:	

Required items:

- ☐ Statement 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. You can type your statement on this form.
- ☐ Documentation supporting the circumstances in your statement (as applicable).
- ☐ Discuss the petition with your advisor and obtain their signature (see below).
- ☐ This completed form with your signature (see below).

What academic policy are you petitioning?

Petition Statement:

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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, please email them to registrar@hamline.edu.

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

Student Signature:	Date:
Advisor Signature:	Date: