



FILING A GENERAL PETITION

1. Undergraduate students may petition the University General Petitions Committee for relief if they believe they deserve redress or exception to university rules, regulations, or policies regarding academic affairs.
2. Do not use this form to initiate a **Grade Appeal** or to request a **tuition refund**.
3. General Petitions submitted over summer are not reviewed by the committee until Fall.
4. If your request is for a retroactive medical withdrawal, use the online Retroactive Medical Withdrawal available in UAccess Student Center.
5. The time limit for filing a retroactive withdrawal is one year from the last day of class of the semester for which the retroactive withdrawal is sought. If a student demonstrates good cause for being unable to file a petition within this one-year period, then the time may be extended at the discretion of the general petition committee Co-chair.
6. Retroactive Partial Withdrawal (withdrawing from some but not all your classes) will only be considered under the rarest of circumstances. Students must provide clear evidence explaining why not all classes in the term were impacted.

Procedures for filing a General Petition

1. Fill in all required areas of this petition form.
2. Prepare a personal statement which must include the reasons you are seeking relief.
3. Include this petition form, and any other relevant documentation related to the reasons you shared in your personal statement. These additional supporting documents and evidence are very important to include in your petition submission and should be related to the term and/or policy relief you are seeking. Examples of evidence or supporting documentation might include:
 - a. Documented communication with university personnel like instructors or academic advisors.
 - b. Documents, such as flight tickets, death certificates or court documents, that corroborate the dates and challenges you shared in your personal statement.
 - c. You should not include personal or family medical documents that include protected health information in your general petition packet.
4. Submit your petition packet by email or in person to your **college general petition representative**.

PLEASE NOTE: International Students on F-1 or J-1 Visa status must contact International Student Services for advising. Retroactive enrollment changes will not be processed without approval of **International Student Services**



General Petition - Undergraduate

Student name: _____

Student ID: _____ College/Major: _____

Student email: _____

Ensure your petition is complete upon submission. Incomplete petitions will be returned to your college. Please submit only one petition for each request. Your **academic advisor** can help you ensure your petition packet is complete. Additional questions out the general petition process may be directed to **petition@arizona.edu**. You will be notified via your University email of the Committee's decision.

Step 1: Subject of Petition

Request:

(Choose only one)

- Retroactive Complete Withdrawal
- Retroactive Registration
- Policy Exception

Policy Exception	Other
Policy:	Other:

Semester:

(Choose only one)

- Fall
 Winter
 Spring
 Summer
 Year: _____

Step 2: Personal statement: You must attach a clear and concise explanation of your request. Include the reasons why you believe the Committee should grant you exception to University policy.

Step 3: Additional documentation: Attach supporting evidence and documentation related to your statement and petition request.

Step 4: Student Signature: Sign below and submit this petition to the **Dean of your college/academic unit**.

Student Signature: _____ **Date:** _____

Step 5: Dean Representative Signature: _____ **Date:** _____

- Supported
 Not Supported

Dean Representative Comments: