


NAME:			GENERAL PETITION  THE UNIVERSITY OF ARIZONA Office of the Registrar REGISTRATION, RESIDENCY & TRANSCRIPTS Administration Building, Room 210 PO Box 210066 Tucson, Arizona 85721-0066 (520) 621-3113 - reghelp@arizona.edu https://www.registrar.arizona.edu		
STUDENT ID:					
EMAIL:	PHONE:				
COLLEGE/MAJOR:					
ADDRESS:					
CITY:	STATE:	ZIP:			

Improperly prepared petitions will be rejected and returned unprocessed to your College, creating a potential for delay. Use extreme caution in your preparation. Please submit only one petition for all courses in a single semester.

STEP 1: Subject of Petition

Request (Choose only ONE)

Retroactive Complete Withdrawal	Retroactive Registration	Extension of Incomplete	Other: _____ _____ _____
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Semester (Choose only ONE)

Fall	Winter	Spring	Summer Pre-Session	Summer I	Summer II
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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: Instructor Statement Form and additional documentation
 Attach any further documents which may support your petition request.
 See instructions on the second page of this document.

STEP 4: Signature
 Regardless of the nature of the course(s) in your request, sign below and submit this petition to the Dean of your college.

Sign here _____ Date _____

Dean's Signature _____ Date: _____

___ Approve ___ Deny Comments:

For office use only

Approved Denied Approved Recon Denied Recon

Processed by _____ Date _____ Degree ckout term _____

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, including:
 - maternity or paternity;
 - caring for a family member with a serious health condition;
 - emergency military obligations;
 - death of an immediate family member or life partner;
 - being a victim of a violent crime or natural disaster;
 - documented university personnel miscommunication or error;
 - other unique or unusual circumstance that may otherwise merit consideration by the General Petitions Committee.
2. Grade Appeal and financial requests have separate appeal processes and are not subject to general petition.
3. The General Petition process is unavailable during summer months. Petitions will not be accepted or processed until the beginning of the Fall semester.
4. If your request is for a MEDICAL WITHDRAWAL, use the online Retroactive Medical Withdrawal work-flow 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 period may be extended.
6. Retroactive Partial Withdrawal will be considered under the most rare of circumstances.

Procedures for filing a General Petition

Students' Obligations

1. Obtain a General Petition form online, at your college Dean's Office or Administration, Room 210.
2. Complete the petition form.
3. Obtain a copy of your most recent unofficial transcript printed from UAccess Student Center.
4. Attach Instructor Statement form(s) from each instructor for the course(s) listed on the petition.
5. Prepare a personal statement, handwritten or typed, which must include the reasons you are seeking relief.
6. Include documentation related to the stated reason(s) such as:
 - a birth certificate
 - a statement from family member's health care provider documenting the family member's serious health condition
 - military documentation related to your obligation to serve
 - a death certificate
 - statement from an attorney or other representative
 - police reports
 - other documentation related to the unusual circumstances warranting consideration for relief of policy

Instructor Statement Form

Available at <https://www.registrar.arizona.edu/online-forms-available-from-office-of-the-registrar>

The Committee will need one **Instructor Statement form** for the courses pertaining to this petition. **ONLY ONE COURSE PER FORM.** Improperly prepared forms **WILL BE REJECTED** and returned to you for correction.

If your course instructor is inaccessible, you must work with the head of the department offering the course. The instructor's records, left with the department head by the instructor, can be used to support your case.

Petition forms should be filled out with the assistance of your academic advisor.

Additional questions may be directed to petition@email.arizona.edu.

You will be notified by email of the Committee's decision.