

## Instructions for completing the Administrative Procedures Petition Form:

This petition is for requesting an exception to University-wide requirements and policies and once completed and reviewed by the Office of the Registrar, will be reviewed by the University Senate Administrative Procedures Committee.

This committee has no authority to act on any tuition/fees refunds. That would be an appeal through the One Stop Student Services Office, <https://und.edu/one-stop/>.

### Step 1:

Complete all of the student information at the top of the form.

### Step 2:

Complete the Action Requested section of the form.

For example: Withdraw from all classes for the fall 2020 term; drop PSYC 241, (class number) for summer 2020 term; late add ENGR 450 (class number) for spring 2021, etc.

If you have any questions regarding what action to take, please send email to [und.registrar@und.edu](mailto:und.registrar@und.edu) or [marci.mack@und.edu](mailto:marci.mack@und.edu) for assistance.

### Step 3:

In the Why Committee Should Approve Your Request section, please explain in detail why the committee should approve your request. If needed, you can attach a word/note document to the petition for further details.

**Please sign the form, as the form will not be accepted without your signature.**

### Step 4:

For all petitions, you will need the signature of your advisor, the instructor of the course/s that you are petitioning to drop/withdraw from, the department chair for the course (if you are dropping courses but not completely withdrawing) and your academic dean. **If you do not have the signatures, the form will be returned to you to complete the form in its entirety.**

You can complete all sections of the form, sign the form and scan/take a picture of the form, and send to the above individuals as an attachment or use Docusign to gather signatures.

Once you have completed the above steps, the form can be submitted to [und.registrar@und.edu](mailto:und.registrar@und.edu) or [marci.mack@und.edu](mailto:marci.mack@und.edu). Once the form has been submitted to the Office of the Registrar, the form will be prepared for the Administrative Procedures Committee to be reviewed at the next scheduled meeting. Once the petition has been reviewed and approved/disapproved, the student will receive an email with the decision of the committee.

**ADMINISTRATIVE PROCEDURES PETITION FORM**

NAME (LAST, FIRST, M.I.)	Student ID#			
E-MAIL ADDRESS				
LOCAL ADDRESS	STREET	CITY	STATE	ZIP
LOCAL PHONE NO.	EXPECTED GRADUATION DATE	MAJOR	DATE PETITION INITIATED	

<b>INSTRUCTIONS</b>	<b>LIMIT EACH PETITION FORM TO A SINGLE REQUEST - TYPE OR PRINT, AND USE BLACK INK.</b>
	<b>BE SPECIFIC AND CLEAR</b> IN YOUR REQUEST, I.E. SPECIFY COURSE(S) BY NAME AND NUMBER
	<b>IT IS THE RESPONSIBILITY OF THE STUDENT TO COMPLETE THE PETITION, OBTAIN THE NECESSARY SIGNATURES AND SUBMIT THE FORM TO THE OFFICE OF THE REGISTRAR, ROOM 201, TWAMLEY HALL.</b>
	IF APPROPRIATE, ATTACH ADDITIONAL DOCUMENTATION TO THE PETITION.

**ACTION REQUESTED (Be Specific):**

**WHY COMMITTEE SHOULD APPROVE YOUR REQUEST (Be Specific):**

**STUDENT SIGNATURE:** \_\_\_\_\_

	JUSTIFICATION OF RECOMMENDATION	SIGNATURE	DATE	RECOMMENDATION		
				APPROVE	DIS-APPROVE	NONE
ACADEMIC ADVISER						
INSTRUCTOR OF COURSE						
DEPT. CHAIR OF COURSE						
STUDENT'S ACADEMIC DEAN						

<b>ACTION:</b>	<b>SIGNATURES REQUIRED:</b>
Extension of time to remove an incomplete, older than 1 year.	Instructor, Dept. Chair, Dean of Course
Changes or Drops after deadline:	Adviser, Instructor, Dept. Chair, Dean of Course, Student's Dean
Total Withdrawal after deadline:	Adviser, Chair of Student's Major, Student's Dean
Questions regarding all other types:	Contact the Office of the Registrar at und.registrar@und.edu

**COMMITTEE'S ACTION:**     APPROVED                       DISAPPROVED                       OTHER \_\_\_\_\_

DATE \_\_\_\_\_