



Juneau Campus
 Registrar's Office
 11066 Auke Lake Way
 Juneau, AK 99801
 Tel: (907) 796-6100
 Fax: (907) 796-6365
uas.registrar@alaska.edu

Date Received

Petition

Semester Petition Applies:

Spring semester 20 _____
 Summer semester 20 _____
 Fall semester 20 _____

Campus:

Juneau
 Ketchikan
 Sitka

This form has TWO sides. You are responsible for knowing the content on both sides. This form is to request an exception to an academic policy including, admissions, refunds, and housing. This form cannot be used for financial aid appeals or meal plans.

Last Name	First Name	Middle Initial	UA ID#
Mailing Address	City	State	Zip
Email	Day Phone	Degree	Major

I request to (what would you like to see happen?): _____

Justification (please type justification on a separate sheet if needed and attach supporting documentation): _____

 Student Signature Date

- Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered. By signing this document you are acknowledging that you have read and understand the rules and guidelines for submitting a petition. For complete rules and guidelines visit the academic catalog for refund petitions at <http://catalog.uas.alaska.edu/fees-expenses/petition-refunds/>.

Optional Signatures of Support (Instructor, Advisor, Dean)

Supported <input type="checkbox"/>			
Not Supported <input type="checkbox"/>	Signature	Printed Name	Date
Supported <input type="checkbox"/>			
Not Supported <input type="checkbox"/>	Signature	Printed Name	Date

Official Use Only

Comments: _____

Approved <input type="checkbox"/>			
Not Approved <input type="checkbox"/>	Signature of Registrar or Campus Director		Date
	Signature of Bursar or Director of Business Services		Date
	Signature of Approver (Approver's Title/Dept)		Date

Processed By/Action

Initial Guidelines

_____ The deadline to submit a petition is no later than one academic year following the semester in which the course was offered. Requests received beyond the deadline will only be considered under special circumstances.

_____ The decision of the petition committee will be emailed using the address provided as long as it matches the email on file, otherwise the university issued email will be used.

_____ Please email a copy of the decision to my _____ at the following email address: _____

_____ Decisions will be made solely on the supporting documentation provided. In all cases a personal justification statement from the student is required with a detailed explanation of the extenuating circumstance(s) that prevented meeting the published deadlines or adhering to current policies. Exceptions are not automatic and will be granted on case-by-case basis in light of circumstances and documentation.

_____ Supporting documentation is required to substantiate the reasons for being unable to meet published deadlines or to adhere to current policies. Requests received incomplete without supporting documentation may be returned and not considered (see below for examples of reason for request and supporting documentation).

_____ A request will only be approved if the requester can demonstrate unanticipated and unavoidable circumstances beyond the student’s control. Financial hardship and failure to read UAS’s documents generally do not present justifiable reasons to support an exception request.

_____ The petition and all supporting documentation should be submitted to the UAS Registrar’s office or to the appropriate office at the Ketchikan or Sitka campuses. Complete petitions can be scanned and emailed, faxed, sent by mail or submitted in person using the contact information listed on the first page.

_____ Approved housing petitions will be prorated to the date of close out and approved board petitions will only include unused balance. Application fees will not be returned under any circumstances.

The information below is intended to provide a description of the reasons for exception and the documentation that may support a request. The documentation varies depending upon the situation and can be, but is not limited to the following;

Reason for Request

Examples of Supporting Documentation

Advising	Academic advisor’s written confirmation and explanation of advising support.
Circumstances beyond student control	Letter on letterhead from legal, medical, or other relevant professional. Police report, court order, visa, airline ticket, or other relevant documents.
Death in family	Dated copy of death certificate, published obituary or memorial brochure/program listing student as a survivor.
Denial of Admission	Letter on letterhead from legal, medical, or other relevant professionals indicating there is a plan in place to stay connected to resources. Police report, court order, or other relevant documents. For graduate or outdoor studies programs, supporting information and recommendation by the department Dean.
Housing	Petitions for housing and board refunds must be accompanied by additional documentation demonstrating why the issue required leaving housing before the end of the term.
Instructional Difficulties	Supporting information and recommendation by department chair or dean.
Job conflict	Employer’s letter on letterhead confirming date and necessity of job changes beyond your control. Please note: voluntary work schedule changes or commitments made by the student are rarely approved unless exceptional circumstances can be documented. Students are responsible for management of personal scheduling that may impact their educational commitments.
Medical condition of student or family member	Doctor’s letter on letterhead verifying nature of condition and dates of treatment.
Military duty	Copy of official order to report for training or active duty.
Registration or course access problems	Relevant supporting documentation, e.g. email or other correspondence with university personnel about registration intentions or difficulties. Documentation of inability to have internet access.

Contact the Registrar’s office at 907-796-6100 if you have questions or concerns relating to supporting documents.

- Appeal requests for petitions that have been not been approved must be submitted in writing to the UAS Petition Appeal Hearing Officer within 30 days of the day the decision is mailed or otherwise distributed to the student. Appeals may address policy or procedural errors made by the committee, new information not available at the time of the committee’s decision, or include additional justifications for why the University should make an extraordinary exception to its published policies. Students appealing are encouraged to provide any documentation that supports their claim. Visit this webpage for instructions on how to appeal: <http://www.uas.alaska.edu/businessservices/studentaccounts/appeals.html>.