

## Arts and Sciences Advising

Rm. 9, Scofield Hall

(816) 235-1148

Fax (816) 235-5572

<http://cas.umkc.edu/advising>

## Petition for Exception

Please read and follow all instructions on the back of this form.



UNIVERSITY OF MISSOURI-KANSAS CITY

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last, First, Middle

Student ID# \_\_\_\_\_

UMKC E-mail Address \_\_\_\_\_

Telephone \_\_\_\_\_

Note: Petitions typically take 4-6 weeks to be reviewed. All responses will be sent to your UMKC email account. Incomplete petitions will not be reviewed. Do not use this form for Retroactive withdrawal, Late withdrawal, Petitioning to enroll in a Writing Intensive course prior to passing the WEPT, or to Walk in a Graduation ceremony.

- Course substitution/Waiver \*
- Break in Residency
- Retroactive Addition\*
- Admit to the College of Arts and Sciences
- Complete degree under Pre-1997 Gen Ed requirements
- Eligibility to Continue
- Break or Waiver of BLA Residency
- Complete degree under Pre-2009 BLA requirements

- Concurrent enrollment:  
School \_\_\_\_\_ Course(s) \_\_\_\_\_
- Overload  
Number of hours you wish to enroll in: \_\_\_\_\_
- Other\*

For items with an asterisk \* please read page 2 for further instructions. Additional documentation or an appointment with your Advisor may be required.

Reasons you believe justify an exception (write in space below or attach a letter)

- Please check if urgent. If so, explain why.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only:

- Petition approved as requested
- Petition approved with the following conditions:
- Petition denied

Date \_\_\_\_\_

Signature \_\_\_\_\_

Academic Standards Committee

Note: Incomplete or unclear petitions will not be considered by the Committee.

1. Complete your student information.
2. Select the exception you are requesting. If you are unsure, please speak with an Advisor.
3. Explain the reasons why you feel your exception should be approved.
4. Attach supporting documentation as needed.
5. Sign and date petition.

Attaching documentation:

-If you are petitioning a course substitution/waiver it is recommended that you attach the course syllabus and/or course description.

-For retroactive addition petitions it is required that an email from the professor's UMKC email account be attached. The email needs to state the course that you have completed, as well as the grade that you have earned in that class.

-Petition to be admitted into the College of Arts and Sciences is for current students only from a different academic unit. If you have not attended UMKC previously, or had a break in your attendance, please contact admissions first to petition. If you are unsure, please speak with an Advisor.

-Petitions submitted to be eligible to continue are also only for current A&S students. If you are not current, please see Admissions. If you are current and from a different academic unit, please check admit to A&S.

-If you check the other box, please meet with your Advisor first to see if petitioning is necessary and to make sure that your petition is clear before submitting to the Academic Standards Committee.

-Petitions pertaining to major requirements will not have any action taken towards them by the Academic Standards Committee. Please see department advisor handout in Rm. 9, Scofield Hall or visit <http://cas.umkc.edu/advising> to locate major advisor information, and contact them directly to determine the exception process for that department.