

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

1. Obtain a General Petition form online.
2. Complete the petition form.
3. Obtain a copy of your most recent unofficial transcript printed from UAccess Student Center.
4. Prepare a personal statement, handwritten or typed, which must include the reasons you are seeking relief.
5. 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

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](#).

Student ID	Student Name – First and Last
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. Petitions should be completed with the assistance of your academic advisor. Additional questions 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 <input type="radio"/>	Retroactive Registration <input type="radio"/>	Policy Exception Policy: _____ <input type="radio"/>	Other: _____ _____ _____
	Fall <input type="checkbox"/>	Winter <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>
Semester (Choose only ONE)	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 any further documents which may support your petition request. See instructions on the second page of this document.

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

Student Signature: _____ Date: _____

STEP 5: Dean’s Signature: The Dean of your college/academic unit must sign the petition.

Dean’s Signature: _____ Date: _____

Supported	<input type="checkbox"/>	Comments:
Not Supported	<input type="checkbox"/>	