



Registrar's Office

(715) 394-8228 (office)
(715) 394-8040 (fax)

www.uwsuper.edu/registrar

Old Main 139, P.O. Box 2000 • Superior, WI 54880

PETITION FORM
(SEE DIRECTIONS ON REVERSE SIDE)

PART I

Name Last First MI SID #
(Please print all information)

Mailing Address Street City State Zip

Phone Major & Minor

Semester/Year action is to affect Advisor's Name

Check the box for the specific action you are requesting:

- Late Drop (class)
Late Add (class)
Miscellaneous: list reason
Late Total Withdrawal
Reinstatement after Suspension
Overload (15 credit limit for remedial students)
(18 credit limit for Freshmen)
(19 credit limit for So., Jr., Sr., with GPA < 3.0)
(20 cr. limit for So., Jr., Sr., with GPA 3.0 to 3.49)
(22 cr. limit for So., Jr., Sr., with GPA > 3.49)
(14 cr. limit for all students for Summer College)

Attach a signed letter explaining the actions requested and sign below.

Documentation (doctor's note, obituary, employer letter, etc.) is required to substantiate claim.

Students may call 715-394-8228 to request to attend a Petition Committee meeting in person.

Student Signature Date

PART II

Advisor Recommendation

Advisor Name (printed) Signature Date

Instructor Recommendation

Instructor Name (printed) Signature Date

PART III

Department Chair Recommendation

Chair Name (printed) Signature Date

PART IV

Approved Denied

Petition Comm. Chair Name (printed) Signature Date

# Petition Form Process

## Directions For All Petitions:

1. Pick up a Petition Form from the Registrar's Office, or print via [www.uwsuper.edu/registrar](http://www.uwsuper.edu/registrar) (forms link on left). A separate petition is required for changes for EACH Department.
2. Total withdrawal requires only one petition; however, signatures will be required from ALL faculty for the withdrawn term. Students should print off class schedule and have faculty sign next to his/her respective course. Attach class schedule to this form.
3. Complete Part I of the form, including checking the box for the desired action.
  - Attach a signed and dated letter documenting exactly the action you are requesting.
  - Provide sufficient justification for your request.
  - Attach documentation to support your request.
  - Please print or type information.
  - Sign and date all attachments.
4. See the chart below to determine required signatures.
5. Meet with advisor/instructor/Department Chair to secure required signature(s) and recommendation in Part II (and Part III if three signatures are required). The student should hand-carry this form from the instructor, to advisor, to Department Chair, and to the Registrar's Office to guarantee that the petition gets to the Credits and Reinstatement Committee on a timely basis. Do not expect any of the above individuals to immediately sign your petition. Some may request that you leave the petition with them for review.

## Directions For Reinstatement Petitions:

1. Petition for reinstatement will not be considered unless students **have completed the required waiting period** (see *a* and *b*).
  - a. Students' **first reinstatement requires that at least *one semester* (excluding summer session) has lapsed** since the suspension unless the student can demonstrate that the suspension was the result of factors beyond his/her control.
  - b. Students' **second (or more) reinstatement requires that at least *two semesters* (excluding summer session) have lapsed** since the suspension unless the student can demonstrate that the suspension was the result of factors beyond his/her control.
2. If you have attended UW-S summer session since your suspension and have raised your cumulative GPA to 2.0, you can be re-admitted without petitioning. If your GPA remains below 2.0 after summer session, then you must petition for reinstatement.

**Submit the completed Petition to the Registrar's Office in OM 139.** The Registrar's Office will notify students, via an email, of Petition Committee decisions within two days from the date of the meeting.

**Students may call 715-394-8228 to request to attend a Petition Committee meeting in person.**

*All petition requests for the current semester must be submitted to the Registrar's Office prior to the first day of final exams, or the petition will be processed after the term is completed.*

**NOTE: Petition Forms will not be accepted from students who have a "hold" on their account.**

ACTION	FEE	SIGNATURES REQUIRED
Late Add	\$20	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor</li> <li>• Department Chair offering course</li> </ul>
Late Drops (a grade of W will appear on transcript)	\$20	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor</li> <li>• Advisor</li> <li>• Department Chair offering course</li> </ul>
Late Total Withdrawal (a grade of W will appear on transcript for each course)	\$50 (first 10 days of each term only)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor(s) – print class schedule/faculty sign</li> <li>• Advisor</li> <li>• Department Chair of student's major, OR Academic Advising Center for undeclared students</li> </ul>
Approval of Course Overload	\$ 260/credit approximately (see Cashier's Office for exact amount)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>• Department Chair of student's major, OR Academic Advising Center for undeclared students</li> </ul>
Reinstatement after Suspension	\$0	<ul style="list-style-type: none"> <li>• Student</li> </ul>
Miscellaneous	\$0	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>• Department Chair of student's major, OR Academic Advising Center for undeclared students</li> </ul>

## Credits & Reinstatement Petition Committee Rules for Petition Decisions

**Below are rules the Committee will generally abide by when making decisions. Students should consider what is written below prior to submitting a petition form to the Registrar's Office.**

1. Late Adds
  - a. Must have a valid reason why the student did not add before the last day
  - b. Should not consider after finals for the current term begin (unless VERY extenuating circumstances)
  - c. If adding AFTER a term has ended, faculty must submit a change of grade form with their signature on the petition form so that the class can be added and graded at one time.
2. Late Drops
  - a. Must have a valid reason why the student did not drop before the last day
    - i. If using a deceased relative, must attach obituary or death certificate.
      1. Death must have occurred after the last day to drop and the last day of the term
    - ii. If using health reasons (including mental health), must attach a letter from the doctor, or official paperwork that clearly shows the student met with a doctor after the last day to drop and the last day of the term.
      1. Must be able to show that health issues occurred during the term.
3. Reinstatements
  - a. Must have sat out at least one term (except between Spring and Summer) for first suspension.
  - b. Must have sat out at least two terms (one year) for second, or subsequent suspensions.
  - c. Will not consider after three suspensions, unless the student has sat out at least five years
  - d. Must state what went wrong (to get suspended) and how the issue has been corrected so that the student is not in jeopardy of being suspended again.
  - e. Must state how many hours the student plans on working in the term in which they are requesting to be reinstated.
4. Late Total Withdrawal
  - a. Must have a valid reason why the student did not withdraw before the deadline (60% day)
    - i. If using a deceased relative, must attach obituary or death certificate.
      1. Death must have occurred after the last day to drop and the last day of the term
    - ii. If using health reasons (including mental health), must attach a letter from the doctor, or official paperwork that clearly shows the student met with a doctor after the last day to drop and the last day of the term.
      1. Must be able to show that health issues occurred during the term.
5. Overload
  - a. Must have at least a 2.5 cum GPA
  - b. Must have previous terms of passing ALL credits when enrolled in at least 18 credits
  - c. Must have a valid reason for wanting to complete more than 18 credits in a term

### **Reasons that will normally NEVER be considered satisfactory.**

1. Must drop/withdraw to preserve GPA
  2. Must drop/withdraw because the class is no longer needed for a changed major/minor
  3. Must drop/withdraw because can't pay outstanding tuition
  4. Must drop/withdraw because unaware that upper division courses are for juniors and seniors
  5. Must add to stay within financial aid guidelines
- When the Petition Committee denies petitions due to invalid reasons, or lack of reasons; the standard reason listed for denial is "no compelling reason to override University policy".
  - Petition Committee Appeals: Students can return to the Petition Committee in-person for a one-time appeal of a denied petition. Decisions made on personal appeals are final—no further appeal will be granted by the Committee.