

College of Natural Sciences
Petition Guidelines

Turn in your petition with all supporting documentation at natsci.manoa.hawaii.edu/sasc/forms. A response will be **recorded in STAR Advisor Notes** within four weeks of your petition being reviewed.

Please note that if your petition is approved and you have an outstanding UHM obligation/hold, the petition action cannot be processed until the obligation/hold is cleared and **you notify our office of its clearance**.

Petition decisions are final and irreversible. Because approval can also impact financial aid, housing, VA benefits, visas, etc. Please consult with the appropriate offices regarding your responsibilities **before submitting a petition**.

When asking for an exception to a University policy, you must:

- 1) Meet with a College of Natural Sciences advisor.*
- 2) Present a petition that is concise and carefully written.*
- 3) Submit supporting documentation, including documentation of last date of attendance for all courses for withdrawals*

Petitions that do not meet these minimum guidelines will be returned without review.

Acceptable petitions:

1. Are addressed to the College of Natural Sciences Advisory Committee.
2. Are typed, signed, dated and include a UH email address and local phone number.
3. Are limited to one page.
4. Are free of spelling and grammatical errors.
5. Present a chronological description of events and persuasive argument supporting this exception to University policy.
6. Contain all supportive documentation (i.e., letters from doctors, faculty, employers, police reports, obituaries, etc.).

Please complete the following and attach this form to the front of your petition.

Petition Due: _____ **by 4:00pm**

Full Name: _____ Student ID: _____

Hawaii.edu email: _____ Phone Number: _____

Major (or intended major): _____

Advisor: _____ Advisor Email: _____

Clearly specify the university policy exception that you are requesting (To be completed with Advisor):

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If requesting a late withdrawal or complete withdrawal: Provide your last date of class attendance (documentation must be attached): ____ / ____ / ____

Read and initial beside each statement to acknowledge understanding.

	I agree to submit documentation by the petition due date or my petition will be returned without review.
	I have consulted with the appropriate offices to understand how this petition will affect the services or resources they provide, including but not limited to: financial aid, housing, student employment, International Student Services, etc.
	The petition decisions are irreversible and I will be responsible for any financial obligations, if any, generated from the processing of this petition.

I certify that the information I provide is accurate and I understand that providing false statements and/or documentation is in violation of the Student Conduct Code and will result in denial of my request.

Student Signature: _____ **Date:** _____