

## Guidelines for Filing Summer Sessions Petitions

(PLEASE DON'T ASK IF YOU DO NOT MEET THESE CRITERIA!)

1. Generally, a student petition is granted only when circumstances that are beyond the student's control prevent her or him from following the Office of Summer Sessions and Special Programs' policies **regarding deadlines for registration, adds, drops, withdrawals, change of grading methods, refunds, etc.**
2. Disagreement with Summer Sessions' policy is not grounds for a petition. Please **do not file a petition** with the Office of Summer Sessions and Special Programs based on a protest of policy. There are other venues to voice such a protest.
3. A student should be prepared to **provide documentation** in support of her or his petition. Examples of such documentation would be:
  - a. *A police report of an incident related to the student.*
  - b. *A death certificate of a family member or someone close to the student.*
  - c. *A newspaper obituary.*
  - d. *A doctor's note or other medical evidence that indicates a medical problem for the student or another person that prevented the student from meeting the Office of Summer Sessions policy/deadline..*
  - e. *Other documentation or evidence that may be determined to be acceptable to the Office of Summer Sessions.*

It should be noted that documentation by itself does not ensure the petition will be granted. The documentation must have a close relationship to the circumstances as outlined in your petition.

YOU WILL NOT BE GRANTED A RETROACTIVE WITHDRAWAL OR DROP IF YOU EITHER TOOK THE FINAL EXAMINATION FOR YOUR COURSE OR FAILED TO TAKE THE FINAL BUT WERE STILL IN THE AREA. FOR EXAMPLE, IF YOU WERE GONE DUE TO AN EMERGENCY DURING THE SESSION BUT AT THE TIME THE FINAL WAS GIVEN, YOU ARE NOT ELIGIBLE FOR AN EXCEPTION TO POLICY. YOU HAD SUFFICIENT TIME TO WITHDRAW IN ACCORDANCE WITH SUMMER SESSIONS POLICY.

Thank you for your attention.