



Return to:
Niner Central, 380 Cone Center, 9201 University City Blvd., Charlotte, NC 28223-0001
T 704-687-5505 | F 704-687-6121 | registrar@uncc.edu | https://ninercentral.uncc.edu/

Inactive Undergraduate Students
Academic Petition

(See reverse side for instructions)

49er ID Number

Name: Last First MI Major:

Current Address: City & State: Zip:

Home Phone: Cell: Email:

STUDENT: Complete this section thoroughly. Attach any necessary documentation that substantiates your request. Justification must include extenuating circumstances that prevented following established deadlines, rules, policies, and procedures.

ANY EXISTING FINANCIAL HOLDS ON YOUR ACCOUNT MAY PREVENT PROCESSING OF THIS FORM. PLEASE MAKE SURE ALL HOLDS HAVE BEEN PROPERLY REMOVED.

Course Involved: Term/Year:

Requested Action:

Justification for Exception to the Policy: (Attach separate sheet if more room is needed)

Student Signature: Date:

ADVISOR: Recommended Not Recommended

Advisor Comments:

Advisor Signature: Date:

INSTRUCTOR:

(for course requirements)

Student Status: Never Attended Is/Was Passing Is Not/Was Not Passing

Instructor Comments:

Instructor Signature: Date:

CHAIR OF DEPARTMENT OF STUDENT'S MAJOR: Recommended Not Recommended

Chair Comments:

Chair Signature: Date:

COLLEGE ASSOCIATE DEAN OF STUDENT'S MAJOR: Approved Not Approved

(PLUS Associate Dean of College of Education for Teacher Education Students)

Associate Dean Comments/Action Needed:

Associate Dean Signature: Date:

Office of the Registrar Processed: Date:



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INSTRUCTIONS FOR ACADEMIC PETITION

**ANY EXISTING FINANCIAL HOLDS ON YOUR ACCOUNT MAY PREVENT PROCESSING OF THIS FORM.
PLEASE MAKE SURE ALL HOLDS HAVE BEEN PROPERLY REMOVED.**

Inactive Degree-Seeking Students (*away for more than two semesters*)

After completing the student section at the top of the form, including justification, and attaching any additional necessary documentation:

In the order listed below, obtain the following necessary signatures:

- 1) Recommendation from Advisor
- 2) Recommendation from Instructor (*if the petition applies to a specific course*)
- 3) Recommendation from Department Chair of your major

Then, submit for approval to the Associate Dean of the College of your major.

Note: Decisions that require a change or action as the result of the Academic Petition will be handled directly between the Associate Dean's Office and the Office of the Registrar.

Tuition Refund

After the *Academic Petition* has been approved, to request a refund, a separate *Appeal for Tuition, Housing, and Dining* form must be submitted to the Office of Student Accounts. Subsequent decisions about refunds are independent of this *Academic Petition* and are based on the *Fee Payment and Appeal Policies*.

See "Tuition Appeal Form" online at <http://finance.uncc.edu/student-accounts/refunds>.