



Return to:

Office of the Registrar, 141 King, 9201 University City Blvd., Charlotte, NC 28223-0001
T 704-687-5505 | F 704-687-6121 | registrar@unc.edu | <https://ninercentral.unc.edu/>

Inactive Undergraduate Students Academic Petition

(See reverse side for instructions)

49er ID Number _____

Name: _____ Major: _____
Last First MI

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: _____

Processed by: _____ Date: _____ SPACMNT: _____ Emailed: _____



Return to:

Office of the Registrar, 141 King, 9201 University City Blvd., Charlotte, NC 28223-0001
T 704-687-5505 | F 704-687-6121 | registrar@uncc.edu | <https://ninercentral.uncc.edu/>

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>.