

## GUIDELINES FOR PETITIONING A VARIANCE IN POLICY

Petitions for a variance in policy can be obtained from the Registration and Academic Counseling Offices and online at [www.unhm.unh.edu/counseling/forms.html](http://www.unhm.unh.edu/counseling/forms.html). This petition form is used to request changes in your financial, administrative or academic status. Substantiating documentation, if appropriate for your request, should be appended to the petition when submitted.

Your reason for seeking a variance in policy should be clearly stated and all information requested must be supplied. When appropriate, support documentation (i.e., letters from employment supervisors, physicians' recommendations, attorney statements, etc.) must be on official organization letterhead and appended to the petition. **WITHOUT APPROPRIATE SUBSTANTIATING DOCUMENTATION YOUR PETITION WILL BE DENIED.**

For any variance in policy request related to course registration (i.e., dropping a course, adding a course, changing from pass/fail to the graded basis or the graded basis to pass/fail, changing from credit to audit or audit to credit) **YOU MUST SECURE THE SIGNATURE AND RECOMMENDATION OF THE COURSE INSTRUCTOR ON THE PETITION.** If you are a UNHM degree student (you have to be accepted for admission to a program at UNHM leading to an Associate or Baccalaureate degree) you must also secure the signature and recommendation of your faculty advisor.

For any UNHM degree student seeking a variance in policy related to graduation or a modification in your degree program, you must secure the signature and recommendation of your faculty advisor. You are also strongly encouraged to discuss your request with Carol Swiech, Joanne Conrad, Colleen Bolton or Joy Breeden UNHM academic counselors.

All completed petitions with accompanying support documentation and necessary signatures should be submitted to the Academic Counseling Office where a recommendation is made for referral to the Associate Dean who serves on the Academic Standards and Advising Committee for the University. Financial requests are referred to the College's Financial Appeals Committee.

If you have any questions or concerns regarding the petitioning process, you may contact Dan Reagan, Associate Dean (641-4131) or Regina McCarthy, Director of Academic Student Services at 641-4142.

UNIVERSITY OF NEW HAMPSHIRE AT MANCHESTER  
**Petition for Variance in Policy**

WITHOUT APPROPRIATE SUBSTANTIATING DOCUMENTATION YOUR PETITION WILL BE DENIED.

SSN: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

PROGRAM: UNH Manchester \_\_\_\_\_ Local  
UNH Durham \_\_\_\_\_ Cont. Educ. \_\_\_\_\_ Address: \_\_\_\_\_  
Option/Major \_\_\_\_\_ City: \_\_\_\_\_  
State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

I request \_\_\_\_\_

\_\_\_\_\_ Course \_\_\_\_\_

\_\_\_\_\_ Semester \_\_\_\_\_

Reasons for this request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_

(attach additional pages if necessary) do not write below this line

Instructor's/Advisor's  
Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ recommendation Date \_\_\_\_\_

Instructor's/Advisor's **approve deny**  
Signature circle one

Counselor's Comments \_\_\_\_\_

\_\_\_\_\_ recommendation Date \_\_\_\_\_

Counselor's Signature **approve deny**  
circle one

\_\_\_\_\_ action: \_\_\_\_\_ Date \_\_\_\_\_

Dean/Administrative Officer Signature approve deny