

Instructions for Completing the Petition for Exception to Summer Enrollment for a Controlled Enrollment Course

I. Purpose of Course Enrollment Control Policy and Petition Procedure

The intention of the Course Enrollment Control Policy is to allow students who are registering for an impacted course for the first time to have privileged access to that course. 'Impacted courses' are those which have limited seating due to student demand; they are identified as such in the UB Undergraduate Catalog and on the syllabus of the course. Because access to these courses will be preferentially given to students taking the course for the first time, there will be little access to these courses in the Fall and Spring semesters for students who wish to repeat the course; thus students who plan to re-enroll in a Controlled Enrollment course will be expected to repeat the course during the Summer Sessions.

For a few students, this policy requiring students to re-take courses in the summer may pose a significant financial or personal hardship, in which case the student may petition for a seat in the course during the Fall or Spring semester of the year following the one in which the course was originally taken. A student may petition to re-take a course the following year only in the academic semester in which the course was originally attempted: if the course was attempted in the Fall, the petition must be for following Fall semester; if the course was attempted in the Spring, the petition must be for the following Spring semester. Deadlines for submission of the full petition are as follows: for re-taking a course in the Fall semester, the deadline is the end of the third week of classes in the preceding Spring semester; for re-taking a course in the Spring semester, the deadline is the end of the third week of classes in the preceding Fall semester. For example, if a student takes a course in Fall 2009 and wishes to repeat the course, and it would pose a significant hardship for the student to re-take the course in Summer 2010, the student may petition for a seat in the course in Fall 2010; the deadline for submitting this petition is the end of the third week of the Spring 2010 semester.

This petition should be used only in cases of extreme hardship. The petition is not appropriate in the following cases:

- A. The course is not required for any of the student's academic programs (major, minor, certificate). The student must have an accepted or intended major in order to have the petition considered; 'undecided' is not acceptable.
- B. The student has passed the course and is re-taking it to simply improve the grade. (Note: a course may be petitioned for grade improvement only if it is a required course for one of the student's academic programs, and a higher grade is required by the program.)
- C. Delay in graduation date, not being a Western New York resident, summer employment, or certain financial circumstances are not in and of themselves justification for granting exceptions to the summer repeat policy.

A student may submit only one petition per course. Under most circumstances a student may submit only one petition per semester in which they wish to re-take a course. Under most circumstances a student may submit only two petitions for exception to summer registration during their undergraduate matriculation at UB.

II. Procedure for Submission of Petition

The procedure for submission of a Petition for Exception to Summer Enrollment for a Controlled Enrollment Course, and the decision-making procedure for such a petition, are as follows:

A. The student must submit the petition in writing (not via e-mail) to the Dean of the academic unit offering the course. This petition should include the following:

1) The petition form, which requests personal information and information regarding the course being petitioned. The petition form requires the signature of the student's academic advisor, showing that the student's academic program and this petition have been discussed with the advisor.

2) An essay of no more than two pages, which should include the following:

- * An explanation of the student's past attempt to complete the course.
- * An explanation of the significant financial or personal hardship that summer enrollment would cause for the student. Relevant supporting financial and/or employment documentation must be included; relevant family documentation may be included.

3) A current student Academic Advising Report.

4) Optionally the petition may include a brief letter of support from an advisor, or from the faculty member from whom the course was originally taken.

B. The relevant Dean's office will review the petitions, and determine the viability of the appeal. The Dean's office will then confer with the department offering the course to determine the availability of seats in the requested course. On the basis of these reviews, the Dean will approve or deny the petition. The student will be notified regarding this decision within 5 weeks of the petition deadline; successful students will thus be able to self-register for the course during the normal registration period for the following Fall or Spring semester (i.e. in Spring for the Fall semester, in Fall for the Spring semester).

C. If the Dean's office renders a negative judgment on the petition, the student may appeal to the Vice Provost of Undergraduate Education, but only in cases which the student feels are in violation of due process.

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University at Buffalo**

NOTE: You may petition to retake a course the following year only for the academic semester in which you originally attempted the course: if you attempted the course in the Fall, you may petition to re-take it the following Fall; if you attempted it in the Spring, you may petition to re-take it the following Spring. Deadlines for submission of the full petition are as follows: for re-taking a course in the Fall semester, the deadline is the end of the third week of classes in the preceding Spring semester; for re-taking a course in the Spring semester, the deadline is the end of the third week of classes in the preceding Fall semester.

NAME _____ DATE _____

Official UB Address: _____

UB e-Mail _____ Student ID# _____

Major(s); indicated 'accepted' or 'intended'

Minor(s) and/or Certificate Program(s):

Course Number and Title for which you are requesting an exception:

Semester in which this course was attempted:

Semester for which you are requesting a seat in this class:

For which Major, Minor, or Certificate Program is this course required?

Print Advisor's Name

Print Student's Name

Advisor's Signature and Date

Student's Signature and Date