



College of Education (COE) Petition Form

Name (Last, First): _____ UH Student ID#: _____

UH Email: _____ Phone: _____

Major: _____

Type of Request (ex. withdrawal after the deadline): _____

Please complete the following steps within **2 weeks** of speaking with an advisor:

1. **Write a statement of your request.** This should be a typed document, free of spelling and grammar errors, dated and addressed to "COE Petition Committee."

Your statement should include the following:

- a. The exception you are requesting from University policy (ex. withdrawal after the deadline).
- b. The extenuating circumstances* that led to your request.
- c. Present a chronological description of the events and a strong, substantive rationale to support your request for an exception to University policy.
- d. Explanation of how this decision will impact your academic career.

2. **Gather documentation supporting your request.**

Anything you mention in your letter needs to be verified with appropriate documentation. Examples include, but are not limited to: doctor's notes (with an original signature on original letterhead), copies of plane tickets, screenshots with date stamps, etc.

The committee will contact you if they need additional documentation or have questions about the documents you submitted.

3. **Send in all petition materials** (signed COE Petition Form, statement, and documentation) to osas@hawaii.edu via <https://www.hawaii.edu/filedrop/> (the file transfer (both in uploading and downloading) is secure, in the sense that "SSL" is used to encrypt the traffic).

Please note that the submission of a petition does not guarantee approval. When appropriate, students should still attend classes until a decision is made. The Office of Student Academic Services (OSAS) will contact you via UH email if additional information is needed. The OSAS Director will reach out to students via UH email within 3 weeks after a complete petition is submitted with a decision. Decisions are final.

I certify that the information I have provided in my request is accurate and I understand that providing false statements and/or documentation is in violation of the Student Conduct Code and will result in denial of my request and may result in further disciplinary action.

Student Signature: _____ Date: _____

**Extenuating circumstances can be defined as unexpected, significantly disruptive occurrences beyond a student's control. Examples include: severe illness, death of a family member. Extenuating circumstances are NOT: being unaware of University policy, unsatisfactory academic progress, student registration errors, routine illness, computer software/hardware difficulties, etc.*