

Use this form to request an individual exception on requirements as an active student in the School of Humanities and Social Sciences (SHSS) at UMKC. Please discuss this request with your assigned advisor prior to completing and submitting the form.

Completed forms can be submitted to shssappeals@umkc.edu, faxed to 816-235-5191, or submitted in person to the SHSS Dean's Office in Scofield 302. Any questions or feedback about the petition process may be made to shssappeals@umkc.edu. Results are sent to your UMKC email within **2-4 weeks**.

Student Information:

Name: _____ Student ID: _____
Last Name, First Name Middle Initial (Include Preferred First Name in parentheses, if applicable) 8 digit number

Plan(s) of Study/Major: _____ Graduation Candidate? Yes No

Petition Request Information:

Concurrent Enrollment Semester: _____ How Many Hours at UMKC: _____
Fall/Spring/Summer + Year (i.e. Fall 2022)

Institution for Concurrent Enrollment: _____

Course(s) Planned at Other Institution: _____
SUBJ #: Course Title

Have you checked applicability/transferability to your plan(s) of study? Yes No

Over Maximum Credit Hours Semester: _____ How Many Hours Total?: _____
Fall/Spring/Summer + Year (i.e. Fall 2022)

Change Requirement Term (also known as Catalog Year) to _____ (must be Fall 2013 or Later)

Have you previously taken classes at UMKC with this Requirement Term? Yes No

Course Substitution Course: _____ Instead of Course: _____
SUBJ # SUBJ #

Course Waiver Course: _____
SUBJ #

Other (Please explain below)

Rationale (or provide in separate document):

Please explain your request clearly and provide evidence when possible. The committee will use this rationale to make a decision.

Student Signature: _____ Date: _____

Advisor Signature (Optional): _____ Date: _____

Details on Petition Types and Related Forms

Petitions for Exceptions are for students who have an active student record at UMKC. This form is for students who have a primary program (or major) in the School of Humanities and Social Sciences (SHSS). Petitions are reviewed by the SHSS Faculty's Student Affairs Committee or their assigned proxy. Any questions or feedback about the petition process may be made to shssappeals@umkc.edu.

Previous UMKC students who want to be readmitted or re-enroll need to first complete the [Readmitted Student Application Process](#).

Concurrent Enrollment: The [policy](#) is that students may not earn degree credit from another college/university at the same time (in the same semester) as earning credit at UMKC except with the prior approval of their academic unit. This petition is how this approval is sought. In addition, you may want to complete a [Consortium Agreement for Financial Aid](#) with your Roo Advisor at least 8 weeks before starting the related term. Upon completion of the course, you will need to have a transcript submitted to the Registrar's Office in order to transfer the credits to UMKC.

Over Maximum Credit Hours: Also called an "overload". Undergraduate registration in more than 17 semester hours in fall and spring semesters or more than 9 semester hours in summer must be approved by a student's academic unit. If your advisor has not reviewed and approved your overload, this type of petition needs more rationale to help the review committee understand your plan for successfully completing the hours. Find more information on Academic Loads, Full- and Part-Time Status [in the catalog](#).

Change Requirement Term: Your assigned general education and major requirements are determined by your requirement term, also called your [catalog year](#). This petition type is requesting to change to a previous term of Fall 2013 or later. Requests related to terms prior to Fall 2013 is completed through a different process (please see your Roo Advisor). You are strongly encouraged to discuss your requirements with your assigned Roo Advisor, especially in regard to general education options, prior to submitting this petition. If request is approved, a Declaration of Major form will need completed and submitted through the Registrar's Office.

Course Substitution: Before submitting a course substitution petition, please consider what part of your program of study the requirement is fulfilling. If it is part of the general education requirements, please complete the [General Education Petition for Exception](#) form instead. Your Roo Advisor can help initiate transfer equivalency reviews for courses taken outside UMKC and exception reviews for courses you want to submit for exception to major or minor requirements. If the requirement is related to requirements of SHSS or related to the BLA degree program, this is the correct form. An example would be for the Writing Intensive requirement, to submit a petition for a course that is not labelled as writing intensive to be considered to fulfill that requirement. It is often helpful to submit a syllabus as support for this petition type.

Course Waiver: This petition type requires the most rationale, since it seeks to compel the review committee to waive a requirement as an exceptional case. The review committee would see if there is a substitution possible to fulfill the requirement needed (see above) and this committee only reviews for requirements related to SHSS specifically or to the BLA degree program. For general education or major/minor requirement exceptions, please see the Course Substitution section for related resources/forms.

Other: If you have a request outside the types above and not related to the other SHSS petition forms (listed below), please use this option.

Other petition forms for School of Humanities and Social Sciences:

Eligibility to Continue

Participate in Commencement Ceremony Different from Graduation Term

Other resources:

[Roo Advising](#)

[Registrar's Office Student Resources](#)

[UMKC Central Forms](#)