



**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](mailto:registrar@uncc.edu) | <https://nincentral.uncc.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: \_\_\_\_\_



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**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.*

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**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>.