## Academic Standards and Policy Administration

### Whom Do I Contact?

| Office of Undergraduate Education | Course Repeat Petitions  
|                                 | • Late-Add Petitions (Adding a course after the published deadline)  
|                                 | • Grading Method Petitions (Changing grading method after the published deadline)  
|                                 | • Petitions to waive graduation requirements and/or change the General Education Program specified upon admission  
|                                 | • Non-applicable Semester Petitions  
|                                 | • Admission to UMBC with prior misconduct (Interviews)  
|                                 | • Undergraduate Academic Policy Questions (e.g., Arbitrary & Capricious Grading)  
|                                 | • Questions regarding grade change forms that require the Dean’s signature (Post degree, in absence of original course instructor, more than one year after grade posting deadline)  
| Office of Enrollment Management | • Exception to Enrollment Petitions  
| Library Pondside                | • Late drop without a “W” notation  
|                                 | • Late withdrawal with a “W” notation  
|                                 | • Cancellation of entire term without a “W” notation  
|                                 | • Withdrawal from the entire term with a “W” notation  
| Office of Academic &            | • General academic advising for undecided students  
| Pre-Professional Advising       | • Academic advising for pre-nursing students, pre-pharmacy, pre-PT, pre-dental hygiene, and other “allied health” fields  
| Academic Services Building      | • Excess credit requests  
|                                 | • Academic warning, probation, suspension, and dismissal policy  
|                                 | • Reinstatement application support (form available from Office of Admissions)  
|                                 | • Requests to convert to General Education Program (GEP) from General Foundation Requirements (GFR)  
|                                 | • Evaluation of eligibility for returning students to use pre-GEP general education rules  
| Registrar’s Office              | • Academic Clemency  
| Academic Services Building      | • Verification of transferability (VOT) form  
|                                 | • Class time conflict form  
|                                 | • Declaration/Change of major form  
|                                 | • Enrollment and/or graduation verification letter requests  
|                                 | • Evaluation of transfer credit/course description reviews  
|                                 | • Appeals for in-state residency status  
|                                 | • Forms relating to military veteran certification  
| Student Business Services       | • Financial holds that are preventing registration  
| Administration Building         | • Refunds for dropped courses  
| 3rd Floor                       | • Billing for courses that are under consideration for an Exception to Enrollment  
|                                 | • Financial aid impact for dropping classes or withdrawing completely (aid may be recalculated)  
| Financial Aid & Scholarships   | • Assistance with financial aid options  
| Library Pondside                |                                                  

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