

Conservatory Petitions

Grant Hall
(816) 235-2900
[https://conservatory.umkc.edu/
ConservatoryPetitions@umkc.edu](https://conservatory.umkc.edu/ConservatoryPetitions@umkc.edu)

Petition for Exception

*Please read and follow all instructions;
Incomplete petitions will not be reviewed*



Note:

- Please allow 2-3 weeks for petition to be reviewed;
- Decisions will be sent to your UMKC e-mail;
- Incomplete petitions will not be reviewed;
- This form cannot be used for the following:
 - Grade Appeals ¹
 - [Add/Drop](#)
 - [Retroactive Withdrawal petitions](#)
 - [MO-Core 42 Gen Ed course substitutions](#)

Student Name: _____ **Date:** _____

(Last, First, M.I.)

Student ID#: _____

UMKC E-mail Address: _____

Phone: _____ *Please check if urgent; if so, please explain below.*

- Course Repetition *
- Catalog Year Change
- Dismissal (Academic Ineligibility)
- Course Substitution/Waiver *
School _____ Course _____
- Overload Request (freshmen wishing to enroll in more than 19 credits and sophomores or higher wishing to enroll in more than 21 credits): # of hrs requested _____
- Concurrent Enrollment
School _____ Course _____
- Other *

For items with an asterisk (*), please read page 2 for further instructions.
Additional documentation and/or an appointment with your Advisor may be required.

Rationale/Justification (use space below or attach separate sheet): _____

Student Signature: _____

Date Submitted: _____

For Internal Use Only:

- Petition approved as requested
- Petition approved with conditions ❖
- Petition denied
- Additional information needed ❖

Signature _____

(Division Chair - *if applicable*)

Signature _____

(Associate Dean)

Date _____

Student Instructions:

1. Complete all student information.
2. Check the box of the petition or exception you are requesting. If you are unsure, please contact your Roo Advisor.
3. Provide a written justification/rationale for why your petition or exception should be approved.
4. Attach any supporting documentation - *very important* (see the guidelines below)
 - a. For a **Course Substitution/Waiver**, please attach a course syllabus;
 - b. For a **Course Repetition**, please provide an explanation of what prevented your success the first two times the course was attempted and how a third attempt would be different (see additional info below)
5. Sign and date the petition.
6. Submit this form and all supporting documentation to ConservatoryPetitions@umkc.edu

Additional Information:

- ❖ A petition to repeat a course is necessary if you have failed a required Conservatory course two times. Approval from the applicable Division Chair and Associate Dean of Undergraduate Studies is required before you may enroll in the course for a *third and final time*.
 - A grade of C or above is necessary for all required Major coursework in the MUSIC degrees (BM, BA, BME, BA-Therapy).
 - A grade of C or above is necessary for all required DANCE coursework in the Dance BFA.
 - A grade of C- or above is necessary for all required THEATRE coursework in the Theatre BA.

- ❖ If you checked the box **Other***, first contact your Roo Advisor to see if submitting a petition to the Conservatory is necessary.

Student Resources:

¹ [UMKC Grade Appeal Policy/Form; Conservatory Grade Appeal Procedures](#)