

## Petition for an Exception to an Academic Policy

Name \_\_\_\_\_ Class year \_\_\_\_\_

Course Number and Title to which this petition pertains \_\_\_\_\_

Campus Box \_\_\_\_\_ E-Mail \_\_\_\_\_ Date \_\_\_\_\_

Please state below the nature of your petition and describe as fully and specifically as possible the grounds on which you believe it should be granted. You may use an additional sheet if necessary.

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(To the student: your signature indicates that you have read and understand the guidelines for petitioning for an exception to an academic policy on the reverse side of this form.)

Student \_\_\_\_\_  
(Signature) (Printed Name)

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(To the instructor and adviser: your signature indicates that the student has discussed the petition with you. It does not imply your support of the petition. Please e-mail the Dean of the Faculty with your recommendations on this petition).

Course Instructor \_\_\_\_\_  
(Signature) (Printed Name)

Adviser \_\_\_\_\_  
(Signature) (Printed Name)

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Approved/Denied \_\_\_\_\_ Date \_\_\_\_\_ Late Fee \_\_\_\_\_

## Petitioning for an Exception to an Academic Policy

Academic policies have been legislated by the faculty and apply consistently to all students. *Exceptions are approved only in truly extraordinary and extenuating circumstances.* It is your responsibility to explain the extenuating circumstances in your case: why should the exception be granted to you and not to all students?

Academic policies and deadlines are well advertised, and ignorance of them will not constitute grounds for petition.

You must consult with your academic adviser (and, where appropriate, the course instructor) before submitting this petition, and their signatures will indicate that you have discussed the petition with them.

Until you have been informed of the outcome of your petition, you should act on the assumption that the petition will not be granted.

Students who wish to petition to reschedule a final examination must petition the Dean of the Faculty in writing in advance of the examination. Normally, such petitions are granted only for health reasons. If other reasons necessitate a request for a change in a final examination, the request must be submitted three weeks in advance of the examination. Participation in non-College-sponsored events during final examinations is not an extenuating circumstance.

Return the completed form to the Office of the Dean of the Faculty. A decision on your petition may take up to two weeks.

If you are petitioning to drop a course after the six-week deadline, take careful note of the following:

- Academic difficulty and/or poor grades in a course do not constitute an extenuating circumstance.
- Until you receive an official response to your petition, you should continue to attend the class.
- If you are petitioning to drop a course late on the grounds that you never attended the class but failed to drop the course before the deadline, you must provide a written statement signed by the instructor that you never attended the class in question. This requirement pertains to both full credit and partial credit courses (*e.g.*, music, theatre, physical education).
- Remember that the minimum course load for any semester in order to remain a full time student is three courses.
- Late drops are granted only in extenuating circumstances, and primarily for health and medical reasons. If you are petitioning on these grounds, you must submit a written statement from a medical or health professional indicating support for the petition and an indication of the impact of your health situation on your ability to complete academic work. Normally, medical withdrawals are granted only for the entire semester, not a specific course.

**Petitions which are approved for late course adjustments (add, drop, S/NC grading option) are subject to a fee of \$100.00 per course adjustment. This fee applies equally to full and fractional credit courses.**

**The decision of the Dean of the Faculty on petitions is final. Appeals will be considered only with the presentation of new information.**