THE COLLEGE OF WOOSTER

PETITION FOR AN EXCEPTION TO AN ACADEMIC POLICY

Petitioning for an Exception to an Academic Policy

- It is the student's responsibility to understand the academic policies and deadlines of the College.
- Exceptions are approved only in truly extraordinary and extenuating circumstances (primarily for documented health and medical reasons).
- Consult with your academic adviser and (if appropriate) the instructor prior to submitting the petition.
- Until you have been informed of the outcome of your petition, you should act on the assumption that the petition will not be granted. A decision on your petition may take up to two weeks.
- Appeals of the following academic policies are not normally accepted:
  - re-appeal of a previous petition;
  - overload credit in any semester for any student beyond 5.500 credits;
  - change in S/NC status after the established deadline;
  - off-campus study application deadlines;
  - replacement of a course grade when repeating the course;
  - changes to course registration beyond one semester;
  - changes to academic transcript after graduation;
  - "walking" at Commencement (gpa and credit requirements).

  Appeals will be considered only with the presentation of new information.

Petitioning to drop a course after the six-week deadline:

- Academic difficulty and/or poor grades in a class do not constitute an extenuating circumstance.
- Continue attending class until you receive an official response to your petition.
- If you are petitioning for health or medical reasons, you must submit written documentation from a health care professional regarding your condition, an indication of the impact your health issues will have on your ability to complete academic work and his/her support for the petition.
- If you petition to drop a course after the deadline on the grounds that you never attended, you must provide a written statement signed by the instructor that you never attended the class in question.

Petitioning for a change in final examination schedule:

Students who find it necessary to reschedule a final examination must petition the Dean for Curriculum and Academic Engagement at least three weeks in advance of the examination. Final examination schedules are posted at least one semester in advance; therefore, a travel schedule is not considered an extenuating circumstance. Participation in non-College-sponsored events during final examinations is not considered an extenuating circumstance.

Note:

- Petitions approved for late course adjustments are subject to a fee of $100.00 per course adjustment (both full and fractional courses).
- Normally, medical withdrawals are granted only for the entire semester, not a specific course.
- The minimum course load for full-time student status is 3.00 course credits.
- Decisions by the Dean for Curriculum and Academic Engagement are FINAL.

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(1) Discuss the nature of your petition with the Course Instructor and your Academic Adviser.

(2) Complete all information requested on the form.

(3) Take the completed form to the Course Instructor for a signature.

(4) Take the completed form to your Academic Adviser for a signature

(5) Return the completed and signed form to the Office of the Dean for Curriculum and Academic Engagement or scan and e-mail the form to (cpattin@wooster.edu)

Name (print): Class Year:

Campus Box: Email: Date:

Dept.	Course #	Course Title

To the student: *Your signature indicates 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)

To the instructor and adviser: *Your signature indicates the student has discussed the petition with you. It does not imply your support of the petition.* ***Please e-mail the Dean for Curriculum and Academic Engagement with your recommendations.***

Course Instructor: _____
(Signature) (Printed Name)

Adviser: _____
(Signature) (Printed Name)

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.

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PLEASE RETURN COMPLETED, SIGNED FORM TO
THE DEAN FOR CURRICULUM AND ACADEMIC ENGAGEMENT.

Approved / Denied Date:_____ Late Fee:_____