

**Guidelines for Petitioning for Exceptions to Academic Policies:**

- It is the student's responsibility to understand the academic policies and deadlines of the College. Please review the *Scot's Key* ([www.wooster.edu/ media/files/students/dean/scotskey.pdf](http://www.wooster.edu/media/files/students/dean/scotskey.pdf) ) and the *Catalogue* ([www.wooster.edu/academics/catalogue](http://www.wooster.edu/academics/catalogue) ) and clearly state in your petition what exception you are requesting.
- 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. *Petitions involving personally sensitive information may be brought to the office of the Dean for Curriculum and Academic Engagement for consultation without first obtaining any additional signatures.*

**Petitions based on medical conditions are required to have documentation from a physician/licensed medical health care provider, the most common of which is a letter of support. This should include:**

- An assessment of your condition and how that relates to your ability to perform in course work
- The timeline of your condition and treatment (i.e. when did you start exhibiting symptoms, when did they begin treating you...)
- Their professional opinion as to whether or not you could have completed the coursework for the semester
- Are you currently being treated so that you can succeed in future coursework?

**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.

**Petitioning for a change in final examination schedule:**

- Petitions for changes to exam schedule must be received two weeks prior to the start of exams.
- 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:**

- 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.
- The minimum course load for full-time student status is 3.00 course credits. Failure to maintain this minimum may result in changes to financial aid
- Appeals will be considered only with the presentation of new information. Appeals of the following academic policies are not normally accepted:
  - 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).
- Decisions by the Dean for Curriculum and Academic Engagement are FINAL.

Name:		ID Number:	
Email:		Date:	

Dept.	Course #	Course Title (if petition is for all courses, leave blank)	Term

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.

To the student: Your signature (digital or physical) indicates that you have read and understand the guidelines for petitioning for an exception to an academic policy on the first page of this document.

Signature:

Date:

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To the instructor and adviser: Your signature (digital or physical) indicates that the student has discussed the petition with you. It does not imply your support of the petition. If you have comments please email them to [kparthemore@wooster.edu](mailto:kparthemore@wooster.edu).

		Date:
Advisor		
Course Instructor		

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Return completed digital forms to [kparthemore@wooster.edu](mailto:kparthemore@wooster.edu) or physical copies to the Dean for Curriculum and Academic Engagement's office on the first floor of Galpin Hall.