

# Petition for Exception to Academic Policy



*Exceptions to academic policies are occasionally allowed for compelling reasons and/or extenuating circumstances beyond the control of a student. Ignorance of the details of a policy does not warrant an exception. A "Petition for Exception" should be presented in writing to the program Chair/ Dean's office. The individual receiving the "Petition" will review and forward to the Provost only if recommending that the exception be granted. The individual who forwards the "Petition" must include the request as well as which policy the exception is being requested for, and the rationale for providing an exception. In some cases, it may be necessary for supplemental documentation (medical paperwork or other compelling evidence) to be included with the request. The requestor authorizes the university to examine any pertinent record or contact any party from whom information is needed to make an informed decision. In other words, what are the compelling reasons or extenuating circumstances that warrant an exception to the University's policies? The Provost will review the petition and request additional information if necessary before rendering a decision. The decision made by the Provost is final.*

## PROCEDURES:

To petition for an exception to academic policy, please submit this form to Campus Academic or Program Dean/Chairs. You must fully explain why this exception is deserved. Provide a detailed narrative of events, a description of a serious medical condition (including documentation), or an explanation of other conditions which prevented compliance with academic policy. Provost will consider whether granting the petition would set an equitable and reasonable precedent for other students. Is it fair to grant you an exception if/when other students must follow policy? If not, the conferral of an exception is unlikely. Campus registrar will notify you of decision. This request including decision becomes part of your permanent academic record.

Campus \_\_\_\_\_ Program \_\_\_\_\_ ID# \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Email \_\_\_\_\_

I request an exception to the following academic policy: \_\_\_\_\_

Specific requirement(s) necessitating exception (include specific policy language):

Rationale for request:

Additional document(s) attached. Number of pages: \_\_\_\_\_

Student Signature

Date