**Petition for an Exception to an Academic Policy**

It is the student’s responsibility to understand the academic policies and deadlines of the University. Consult with your academic advisor and (if appropriate) your instructor prior to submitting your request.

This form is to be used to request an exception to academic policy. Exceptions are approved only in truly extraordinary and extenuating circumstances (primarily for documented health and medical reasons). Incomplete requests will not be considered.

Requests such as course substitutions, bypassing pre-requisites, overloads and over-enrollments should be filed using the standard forms found on the [Registrar’s Website](https://www.aup.edu/academics/academic-career-resources/registrars-office/academic-forms). If you are petitioning for a late withdrawal, please see the notes at the end.

|  |  |
| --- | --- |
| **STUDENT NAME** |  |
| **STUDENT ID NUMBER** |  |
| **COLLEGE LEVEL** |  |
| **MAJOR/PROGRAM** |  |
| **SIGNATURE** |  |
| **DATE SUBMITTED** |  |

|  |
| --- |
| **What is THE NATURE OF YOUR REQUEST?** |
|  |
| **describe as fully and specifically as possible the grounds on which you believe THIS REQUEST should be granted. MAKE SURE TO PROVIDE AS MUCH DETAIL AS POSSIBLE.** |
|  |
| **hAVE YOU BEEN IN TOUCH WITH YOUR ADVISOR, DEPARTMENT CHAIR/PROGRAM DIRECTOR OR ANY UNIVERSITY OFFICES REGARDING YOUR SITUATION?** IF SO, OUTLINE THE UNIVERSITY REPRESENTATIVES YOU have SPOKEN TO, THE TIMING AND THE NATURE OF THESE CONVERSATIONS. |
|  |

|  |
| --- |
| **IF YOU HAVE BEEN WORKING WITH sTUDENT DEVELOPMENT, PLEASE HAVE YOUR CONTACT PERSON PROVIDE A BRIEF STATEMENT SUPPORTING YOUR REQUEST.**  |
|  |
| **IF YOU HAVE BEEN WORKING WITH A DEPARTMENT CHAIR/PROGRAM DIRECTOR OR AN ADVISOR, PLEASE PROVIDE EMAILS, documents OR STATEMENTS.** |
|  |
| **PROVOST DECISION** |
| 󠆿 󠆿Approved 󠆿 󠆿 󠆿 󠆿 󠆿 󠆿 󠆿󠆿 󠆿Denied |
| Date |

|  |
| --- |
| **any notes** |
|  |

**Petitioning to withdraw from a course after the published 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. This documentation is to be submitted to the Dean of Students in the Office of Student Development.
* If you petition to withdraw from 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.

Notes

* 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.
* Petitions approved for late course adjustments may be subject to a fee of 100€ per course adjustment (both full and fractional courses).
* The minimum course load for full-time student status is 12 course credits.
* Decisions by the Provost are FINAL.
* Petitions of the following academic policies are not normally accepted:
	+ overload credit in any semester for any student beyond 22 credits;
	+ removing of the CR/NC grading option;
	+ 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.