
PETITION FOR EXCEPTION TO ACADEMIC POLICY

GENERAL INFORMATION

REGISTRAR FUNCTION

The UVSC Registrar screens Petitions for Exception to Academic Policy based solely on existing or past college policies as set by college administration or committees. Reasons for the exception are not considered at this step in the process. In the event that the Registrar denies the petition, you have the right to appeal by requesting that this form be forwarded to the Academic Standards Committee.

ACADEMIC STANDARDS COMMITTEE FUNCTION

Generally, the Academic Standards Committee meets during the regular school year (September through April). It does not normally convene during Summer months (May through August). The Academic Standards Committee will only change a UW to a W or grant other exceptions to policies when the student is able to show proof of inability to officially withdraw from a course or to comply with other policies for extenuation reasons. The Academic Standards Committee does not change letter grades (grades A through E) or Incompletes (I).

INSTRUCTIONS

1. **Read the petition form thoroughly.** You are responsible for complying with procedures contained in the petition. If you need assistance with this form, contact the Registrar's Office (AD-112).
2. **Complete all Student Affirmation and Student Information sections of this form.** Lack of required information will result in denial of the petition.
3. **Attach your explanation letter and all documentation supporting your request as outlined on this form.** Documentation will need to be signed and dated. **LACK OF DOCUMENTATION WILL RESULT IN DENIAL OF THE PETITION.**
4. **Deliver to AD-112, Fax to (801)225-4677 or mail your petition, letter, and documentation to UTAH VALLEY STATE COLLEGE, Registrar's Office, Mail Stop #106, 800 West University Parkway, Orem, UT 84058-5999. Or Fax to 801-225-4677.**

STUDENTS RIGHTS IN THE PETITION PROCESS

In the event the registrar denies your petition, you may appeal to the Academic Standards Committee. Appointments may be scheduled through the committee chair or secretary. Their names and telephone numbers, along with a schedule of committee meetings, are available from the Registrar's office (801-222-8493). In any case, complete this form as a written record of your request. You must supply all required information and any facts and/or documentation which would strengthen your petition.

STUDENT INFORMATION

PERSONAL INFORMATION Lack of required information will result in denial of the petition.

Name _____ UV ID _____

Mailing address _____ Apt# _____

City _____ State _____ Zip _____ Home telephone () _____ - _____

E-mail address _____ Work or other telephone () _____ - _____

Are you receiving Veterans Educational Benefits? yes no

COURSE INFORMATION List all courses for which an exception to policy is requested:

Course and Section Numbers	Instructor Name	Credit Hours	Current Grade	Semester/Year

STATE REQUEST AND REASON: Explain in detail why you are requesting exception to policy. Include information necessary for the Registrar and/or committee to understand your circumstances. Attach any and all supporting documentation.

STUDENT AFFIRMATION

I have read this petition form thoroughly and understand all the requirements stated herein.

Signature: _____ Date _____

REGISTRAR'S ACTION

(To be completed by the Registrar's Office)

Results 148 _____

Approved Denied Pending Sent to Committee

Comments _____

Registrar _____ Date _____

ACADEMIC STANDARDS COMMITTEE ACTION

(To be completed by the Academic Standards Committee)

Approved Denied

Comments _____

Committee Chair _____ Date _____