

Policy on the Student Petition Process

Approved by the Board of Trustees 11/29/17

1.0	Purpose: This policy outlines the process for students who are seeking an exception to an academic requirement.
2.0	Revision History: last updated 1991
3.0	Persons Affected: Students
4.0	<p>Policy:</p> <p>If a student believes there are unusual or extenuating circumstances which justify the exemption from an academic requirement, the student can obtain a student petition form from the Registrar's Office (room 152 A on the main campus). After completing the form, the student should return it directly to the Registrar's Office.</p>
5.0	Definitions:
6.0	<p>Responsibilities:</p> <p><u>Student</u> - initiates the process as described in the procedures below.</p> <p><u>Registrar</u> – holds the hard copy petition forms, and provides guidance for the content</p> <p><u>Program Coordinator</u> – recommends or not recommends the petition and forwards the form to the academic dean</p> <p><u>School Dean</u> – recommends or not recommends the petition and forwards the form to the Vice President of Academic Affairs</p> <p><u>Vice President of Academic Affairs</u> – approves or declines the petition and notifies appropriate academic administrators and the registrar</p>
7.0	<p>Procedures:</p> <ol style="list-style-type: none"> 1. A student who is seeking an exception to a curriculum requirement picks up a student petition form at the Registrar's Office. 2. The student completes the form, attaching any appropriate supporting documents, and returns it to the Registrar's Office. 3. The Registrar forwards the petition with copies of the student's academic record to the School Dean in charge of the student's program of study. 4. If available, the Coordinator of the Program of Study and/or Faculty will provide input about the petition to the School Dean. 5. The School Dean recommends or not recommends the petition, and forwards on to the Vice President of Academic Affairs. 6. The Vice President of Academic Affairs makes the final decision and either approves or disapproves the petition and forwards to the Registrar. 7. If approved, the approval is noted on the student's record, appropriate adjustments are made and the student is notified by Qmail. If disapproved, the student is also notified by Qmail.
8.0	Sanctions: None