| | |
|---|---|
| **UNIVERSITY of DENVER** | |
| **Academic Exceptions Policy** | Version date: 2/11/19 |
| Reviewed and Approved by:<br>UNDERGRADUATE COUNCIL: 5/22/2019 | |

**Academic Exceptions Policy**

Academic policies define institutional standards and ensure equitable treatment of all students. All students are expected to observe the academic policies and practices of the University set forth in the University Bulletin. However, in instances of documented extraordinary circumstances, a student may request an exception to a policy  or practice.

The Academic Exceptions Committee is a standing subcommittee of the Undergraduate & Graduate Councils which represents the Councils' interests as advisory to the Vice Provost for Academic Affairs. As chair of the Committee, the Vice Provost appoints its members and ensures that the Committee is representative of appropriate   academic and administrative units. Decisions of the Committee are final.

**Purview**

The Academic Exceptions Committee considers requests for exceptions to University-wide academic policies affecting students. This is an academic committee that cannot take considerations of convenience, financial cost, or academic standing into the decision.

Exceptions should be submitted within one calendar year after the completion of the quarter in question and must be submitted prior to a student's degree being certified and posted to the transcript.  Any exceptions that do not meet this expectation should include a rationale for why the request was not made within the appropriate timeframe.

**Required Documentation**

A valid petition includes, at minimum, the official online request submission through PioneerWeb, written documentation from the student and supporting documentation, as appropriate for the petition type. Additional  documentation may be required. Documentation may be emailed to academicexceptions@du.edu or faxed to 303-  871-4566.  It is the responsibility of the student to ensure that all documents are submitted in a timely fashion.

The Vice Provost for Academic Affairs or designee has final determination as to whether the documentation the student has submitted is sufficient.

**Petition Review and Status**

- It is the responsibility of the students to check the status of their petitions and respond to requests by the  Committee representative.
- The student will be notified (via PioneerWeb) of the decision within one week of  when the request was reviewed.
- A student has 45 days from the initial submission to complete the petition. If, at the end of 45 days

there are still outstanding documents, the petition will be cancelled, and the student will need to resubmit a new petition.
- A student may re-petition if there is new documentation that was not reasonably available at the time of the initial decision.

# academic exceptions
## Undergraduate Students

academicexceptions@du.edu

Academic policies define institutional standards and ensure equitable treatment of all students.  All students are expected observe the academic policies and practices of the University, however, in instances of documented extraordinary circumstances, a student may request an exception to a policy or practice.  Please visit the Academic Exceptions policy for additional information.

## The Process

**Step 1. Get Advised**
- Meet with an Academic Advisor, we are here to help with the petition process.
- Schedule an appointment or call 303-871-2455

**Step 2. Submitting Academic Exception Petitions**
Student Submission- PioneerWeb
- Petitions for Academic Exceptions are submitted through PioneerWeb.  Submission through PioneerWeb initiates the petition process.  Petitions that are not submitted through PioneerWeb will not be reviewed.
- Log into PioneerWeb account (see Illustration on next page)
  - Click on the myWeb tab.
  - Click on the Expand the myWeb (Banner Self-Service) menu folder.
  - Click on the Student folder.
  - Click on the Student Records folder.
  - Click on Request Academic Exception.
- Fill out required items in the form and submit a brief summary in the "Request" field.  Detailed explanations should be entered in "Reason" field.  There is a 4000-character limit in the "Reason" field.
- A valid petition includes written documentation from the student's advisor or the instructor of the course(s), if the request is regarding a course.  Additional documentation or information may be required before the petition can be reviewed and should be sent to academicexceptions@du.edu
- When there is a status change on a petition, the student will receive an email prompting the student to check the status of the petition on PioneerWeb.
- If a petition remains incomplete for 45 days, it will be cancelled.

**Step 3. Wait for committee review**
- The Academic Exceptions Committee meets once a month to review petitions and documentation.  The Committee does not meet in July.

- Students will receive an email notification once the review is complete.
- To check the status of a petition, follow the above steps and then click on View Academic Exceptions.

# Exception Requests and Required Documentation

The Academic Exceptions Committee will review the following requests in addition to any issues referred to the Committee by the Vice Provost.

**Changing Course Registration after the [Published Registration Deadlines](#)**

The Committee will consider retroactive adds or drops **only** in the event of extenuating circumstances beyond the student's control

- Request to add or drop a course when the student was in contact with instructor prior to the published registration deadlines
  - *Documentation*: Letter(s) on institutional letterhead or email from an appropriate University personnel.
- Serious illness or death of immediate family member that prevents the student from completing the course(s).
  - *Documentation (for illness):* Confirmation on letterhead from licensed healthcare provider of immediate  family member's status.
  - *Documentation (for death):* Memorial service folder, obituary, or copy of death certificate
- Job relocation or loss of employer reimbursement eligibility due to **involuntary** job loss.
  - *Documentation*: Letter on business letterhead from immediate supervisor or human resources administrator.
- Unexpected increase in job responsibilities, required change in work schedule, or required travel that prevents completion of course(s).
  - *Documentation*: Letter on business letterhead from immediate supervisor or human resources administrator   that specifies the dates of increased workload and/or travel.
- Registration for the wrong course or course level (e.g. registered for master's level course that should have been undergraduate)
  - *Documentation*: Letter(s) on institutional letterhead or email from an appropriate University personnel.

**Retroactive Withdrawal for Medical Reasons**

- A student with a mental health and/or physical health condition that prevents the student from completing  course(s).
  - *Documentation*: A student request for a retroactive withdrawal for medical reasons requires medical  documentation from the student's treating healthcare provider using the [Treating Healthcare Provider Retroactive Withdrawal and Reentry for Medical Reasons form](#).
    Students should read full [Medical Leave of Absence](#) policy for additional details.

**Concurrent Enrollment and Residency Requirements**

- Students should only concurrently enroll elsewhere if they are pre-approved prior to enrollment and pursuing a requirement not currently offered at DU.
  - *Documentation*: Academic Exception should include the name of the course(s), number of credits, the institution(s), and the dates for the course(s) being requested.  In addition the student should indicate what requirement the course is meeting (e.g. AI-Society), the number of credits they will be taking at DU during the requested quarter, and confirmation that there has been pre-approval.
- Students may be allowed an exception to the waive the residency requirement if extenuating circumstances   (e.g. medical or personal issues) require that they be away from the University of Denver campus. Any non-affiliated DU study abroad request must be consistent with the student's

academic requirements, must have appropriate departmental approvals and meet DU's transfer of credit policy.

- o *Documentation:* Academic Exception should include the name of the course(s), number of credits, the institution(s), and the dates for the course(s) being requested.  In addition the student should indicate what requirement the course is meeting (e.g. AI-Society), the number of credits they will be taking at DU during the requested quarter as well as plan for graduation, and confirmation that there has been pre-approval.  Approval letter(s) of input from the student's faculty and/or departmental advisor confirming the course(s) may apply to the degree requirements.