Academic Exceptions Types & Documentation

Types of Petitions

1. **Changing Course Registration after the Published Registration Deadlines (Retroactive/Late Add or Drops)**
    - The Committee will consider retroactive/late adds or drops **only** in the event of extenuating circumstances beyond the student's control.
    - Late adds/drops are not approved for financial reasons, financial holds, concerns about GPAs or being unaware of the various academic deadlines.
    - Requests to retroactively remove an academic "W" are rarely approved, since the appropriate assignment for any course dropped after the first week is a "W" indicating that you withdrew from the course. A "W" does not factor into your GPA.
    - In the request, include: Course Name, Course Number, CRN and quarter.
    - Your late drop petition must address:
        - What steps did you take to drop the course prior to the deadline? (not needed for late adds)
        - Why did you miss the relevant academic deadlines?
        - Why were you able to complete your registrations/drops in your other classes, but not this one (if applicable)? (not needed for late adds)
        - If the registration error was the result of miscommunication or misunderstanding of a university employee, it is important to include any evidence or documentation be sent to AcademicExceptions@du.edu (not needed for late adds).

    Documentation Required

    Petitions must be accompanied by a dated email from instructors addressing the following information. The instructor's email is necessary to complete the petition, however, it does not guarantee that the committee will approve your request.

    - Instructor emails should be sent to AcademicExceptions@du.edu. Please request from your faculty to include the following information:
        - Your attendance and class performance
        - When did you initially discuss dropping the course with the instructor? (not needed for late adds)
        - Any additional information that would be helpful for the Academic Exceptions Committee to fully understand the situation.
        - Be sure to email any additional documentation beyond what is required indicating extenuating circumstances to AcademicExceptions@du.edu.

Additional requests for retroactive/late drops for the term require documentation from external University sources:

- Serious illness or death of immediate family member that prevents the student from completing the course(s).
    - *Documentation (for illness):* Confirmation on letterhead from a licensed healthcare provider of the 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 the immediate supervisor or human resources administrator that specifies the dates of increased workload and/or travel.

2. **Retroactive Withdrawal for Medical Reasons**

A student with a mental health and/or physical health condition that prevents the student from completing course(s).

- Your petition must address:
    - What date or week of the term you stopped attending your classes.
    - What you were experiencing during the academic term.
    - What prevented you from dropping courses prior to the Published Registration Deadlines.

Documentation Required

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.

3. **Concurrent Enrollment and Residency Requirements**

- Students may enroll elsewhere concurrently *only* if they are pre-approved prior to enrollment, pursuing a requirement not currently offered at DU and if the concurrent enrollment doesn't result in an unacceptable overload (19 credits).

- 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.
- Exceptions to the residency requirement will not be approved if a student's time out-of-residence results in too substantial a proportion of their academic work being taken outside the University of Denver.

Documentation Required

If a student is considering a Waiver of Residency, their petition should address:

- Why they are interested in taking this course(s) outside DU.
- Why they cannot take this course at DU at another point during the academic year.
- Why they need to study abroad through an unaffiliated program. (If applicable)
- Approval letter(s) of input from the student's faculty and/or departmental advisor confirming the course(s) may apply to the degree requirements emailed to AcademicExceptions@du.edu.

If a student is considering concurrent enrollment, their petition request must include:

- The institution name, course title(s), and credits (semester or quarter credits) where the course(s) will be taken.
- Please specify how many semester credits or quarter credits you are registered for at **both** DU and the other institution.
- Include if the course has been pre-approved to transfer back to DU.
    - Course approval information may be found on the Course Equivalencies & Approvals website.
- The reason the student must take the course while enrolled in DU courses.

4. **Request for an Extension of Time to Complete Graduate Degree**

Students may be considered for an extension of time only if they are able to demonstrate the potential to complete the degree. Students must include a detailed outline plan with milestones and goal dates leading to the completion of the degree in their petition.

Documentation Required

Letter(s) or email of input from the student's faculty and/or departmental advisor emailed to AcademicExceptions@du.edu.

5. **Other**

If you are seeking an academic exception for something other than the types listed above, you may select this choice. It is important to include any evidence or documentation be sent to AcademicExceptions@du.edu for your petition to be reviewed. Other types of petitions may include the following:

- 60-Credit Rule – Students seeking a BA degree cannot take more than 60 credits in the major or department, however, please check this requirement with the major department. The 60-credit limit does not include AP, IB, transfer credits, or study abroad credits.

  Documentation Required

  If a student is seeking an exception to the 60-credit rule, your petition must include:

  - Why are you seeking to exceed the maximum hours allowed in your major or department?
  - Approval letter(s) of input from the student's faculty and/or departmental advisor, sent to AcademicExceptions@du.edu.
- Late Request to Apply an Academic Policy
  - Permission to utilize the Application for Course Repeat with GPA Replacement policy after the deadline to submit the form
    - Students should e-mail the Application for Course Repeat with GPA Replacement to AcademicExceptions@du.edu.
  - Opting in late to the Pass+/Pass/No Pass policy from Spring 2020, Summer 2020, Fall 2020, Winter 2021, Spring 2021, and Summer 2021 quarters.
    - With the exception of Sturm College of Law, the university will give students the option to convert all or some of their letter course grades from spring 2020 and summer 2020 into Pass+/Pass/No Pass.
    - The university will give all undergraduate students the option to convert **one** letter course grade into Pass+/Pass/No Pass for Fall 2020, Winter 2021, Spring 2021, and Summer 2021 quarters.
    - In the request, include: The term, Course Name, Course Number, and CRN of the class(es) you are wanting to opt into the policy.