

Student Petition for Waiver of/Exception to College Policy

Academic Standards Committee College of Arts and Sciences, Pacific University

Students are expected to comply with all university and college policies, regulations, and deadlines. Information regarding these areas may be found in the college catalog, the student handbook, the academic calendar, and campus-wide communications. Students are responsible for monitoring the accuracy of their academic records, progress toward graduation, and semester class schedules (via BoxerOnline). Exceptions to, and waivers of, college and university policies and regulations (and any necessary alteration of the student record) may be requested in situations involving extraordinary and extenuating circumstances beyond the student's control. Such requests are to be submitted to the Academic Standards Committee of the College of Arts and Sciences. The committee is staffed by four faculty, one student, a Student Affairs staff member (advisory), the Registrar (ex officio), an Academic and Career Advising Center staff member (advisory) and an Associate Dean for College of Arts and Sciences (ex officio); the committee's purpose is to uphold the academic standards of the college. The committee convenes regularly during the academic year. The committee strongly urges student petitioners to consult with the Academic and Career Advisor for the Standards Committee (heidi.wright@pacificu.edu) before they submit petitions to the committee. Completed petitions must be submitted to the Academic and Career Advising Center at advisingcenter@pacificu.edu. Petitions will be reviewed and ruled upon within two weeks of their submission.

Students are responsible for gathering all materials necessary to construct and support their requests of the committee. Incomplete petition packets (those without required contents or appropriate documentation) will be denied immediately or tabled until the necessary information is obtained.

The committee's rulings on petitions will be communicated to petitioners via email.

Checklist of **required contents** of the petition packet and **guidelines** for preparation: .

***Before you prepare your petition, you should consult with a representative from the Academic and Career Advising Center to discuss the process and the particulars of your request.**

___ Part 1. Cover sheet. See page 3.

___ Part 2. Provide a substantive written narrative (typed, double-spaced) stating your request, the reason(s) why you are making it, and a rationale for why the committee should approve and grant it. The narrative should be structured in the form of a compelling, well-reasoned argument. You must provide a careful description of your primary and sub-claims and evidence that supports them. Include information regarding the chronology of events that has led you to your current circumstance. Include specific dates and refer to the semester(s) and year(s) in which events/actions occurred. Make reference to any supporting documentation that you are including in Parts 4 and 5 or your petition packet. Your written narrative must include your signature. *The heading of your narrative must include the following information: full name, student ID number, date of birth, Pacific email address, UC Box #, off-campus mailing address (current and on file in the Registrar 's Office), phone number, date of petition submission.*

___ Part 3. Provide a current copy of your Academic Evaluation, available from BoxerOnline.

___ Part 4. Include any university/college forms or documents that you consider germane to your case.

___ Part 5. Provide any letters of support from third parties. Supporting documentation from third parties may include letters of support from faculty, academic advisors, staff, family members, employers (on company letterhead), and statements from medical care providers (the committee expects that any request arising from issues of illness be accompanied by documentation from professional care providers).

Notes:

*a petition request for a late add should include a completed Add-Drop form with the course instructor's signature in the "Instr. Consent" box

*petition requests for late drops or late withdrawals must include a completed Add-Drop form; be aware that such requests will not be granted unless compelling evidence is presented to explain why you did not meet a deadline that all other students are expected to follow; requests for late drops and withdrawals may be strengthened if petitioners include confirmation of dates and chronology of events from professors, staff members, or others.

*a petition request for retroactive credit must include a letter of support from the instructor of the course, wherein s/ he documents that he petitioner did indeed attend and successfully complete the course, even though s/he was not officially registered for it.

Student Petition Information

Academic Standards Committee

College of Arts and Science, Pacific University

Cover Sheet

Full Name _____
Last First Middle

Pacific Student ID# _____ Date of Birth _____

Date of Petition Submission _____ Pacific Email _____

Provide a *brief* synopsis of the subject and purpose of your petition.

*** Once your petition has been heard and a committee decision has been rendered, you will receive notification via mail. Please list the following addresses and check the one to which the letter should be sent.

Pacific Email _____

Pacific University UC Campus Mail Box # _____

Off Campus Mailing Address _____

The information I have provided in my petition is complete and accurate to the best of my knowledge.

Student Signature _____

Committee/Office Use Only

Petition Approved _____ Petition Denied _____

Date of Action _____

For the Academic Standards Committee _____, Associate Dean for College of Arts and Sciences

Copies to:

Registrar _____ Advisor _____ Student _____ Bates House File _____