

Academic Exception Petition

Student Information			
Name (Last, First, Middle)			Student I#
E-mail Address		Phone #	
Class Involved			Semester and year course was taken
dept. name	course #	section #	course title
			credit
			Fall/ Winter/ Spring
			year
Academic Exception Policy			
<p>Students wishing to petition any BYU–Idaho academic policy must submit a petition to the Academic Exceptions Committee through the Student Records and Registration Office. These appeals may include dropping classes or withdrawing from school after published deadlines and must be for extenuating circumstances beyond the student’s control. Only BYU–Idaho policies can be appealed; federal guidelines and/or requirements cannot be appealed.</p> <p><u>Requests to receive a tuition credit or reimbursement cannot be made using this petition form. Tuition adjustment requests must be made in the Accounting Office (Kimball 130).</u></p>			
Request			
<input type="checkbox"/> Replace a letter grade with a “W”			
<input type="checkbox"/> Other (please specify) _____			
Petition Procedures			
<ol style="list-style-type: none"> 1. Attach a detailed statement (limit to one page) explaining why you are requesting an exception to academic policy. 2. Take this form to your instructor for a signature. (The purpose of instructor involvement is to allow them to submit confidential comments, i.e.: last dates of attendance, performance in class, communication with student, etc. to the committee for review.) 3. Attach additional documentation, in the event that you feel there may be information that would help clarify your situation and circumstances (e.g.: medical documentation for an illness, ongoing communication from your academic advisor, Student Health Center records, etc.) 4. Return this form with proper signatures and attached documentation to the SR&R Office (Kimball 190). 			
Student Acknowledgment			
<p>I understand that completing and submitting this petition does not guarantee approval of my request. In addition, I understand that approval or denial of this petition does not guarantee a tuition adjustments or reimbursements. I hereby waive the privacy of my academic records established by FERPA to allow the appropriate parties to review my academic experience in order to make a decision regarding this petition. If the petition is approved, a \$5 processing fee will be assessed to my BYU–Idaho account.</p>			
Signature: _____		Date: _____	
<p>As the Instructor of this course, I acknowledge that I have read this student’s petition. I will submit my confidential comments via e-mail to srrpetitions@byui.edu within two business days.</p>			
Signature: _____		Printed Name: _____	
		Date: _____	
Committee Comments:	Committee Action:		Office Action:
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Pending		<input type="checkbox"/> Drop Fee Assessed
_____	<input type="checkbox"/> Denied <input type="checkbox"/> SUB <input type="checkbox"/> AEC		<input type="checkbox"/> Student Notification
_____	Date: _____ Signed: _____		<input type="checkbox"/> Note Screen: 2-25
			Initials: _____ Revised 2/18//09