

ILLINOIS WESLEYAN UNIVERSITY

PETITION FOR ACADEMIC EXCEPTION GUIDELINES

Students should be familiar with the University's academic policies as stated in the Catalog and in the Student Handbook. Requests for an exception to University regulations require justification. You should talk this matter over with your advisor before submitting it.

Petitions may be submitted for a number of different reasons; the following simply relate to the most common.

ADD/DROP/WITHDRAW FROM A COURSE AFTER THE DEADLINE. This petition is only considered when the instructor confirms in writing that a student started or stopped attending a course before the deadline but failed to officially drop, add, or withdraw from the course in the Registrar's Office. After the deadline, a special fee will be assessed in connection with the granting of the petition.

The Faculty have required strict enforcement of the deadlines. They have also established the following guidelines for allowing exceptions.

1. Verified medical excuses.
2. Substantiated serious personal or family problems.
3. Advisor error on prerequisites, placement, or judgement.

Since dates are clearly stated in the University Catalog and the University Calendar and on the Registrar's Website, advisor error on this point is generally NOT an acceptable excuse. Nor are the following regarded by the Faculty as acceptable excuses:

1. Performance in the course.
2. Nonexcused absences.
3. Short duration illness.

CHANGING TO/FROM CREDIT/NO CREDIT (PASS/FAIL). The deadlines for changing to or from Credit/No Credit are the same as the Add/Drop/Withdraw deadlines. Petitions after these deadlines will normally not be granted if a student has received any grades for work done in the course. After the deadline

OBTAIN GENERAL EDUCATION DESIGNATIONS FOR A COURSE. To consider a petition to review general

ILLINOIS WESLEYAN UNIVERSITY
PETITION FOR ACADEMIC EXCEPTION

Name: _____

Student ID: _____

Campus Address: _____

Phone: _____

Major: _____

IWU E-Mail: _____

Credits earned to date: _____

Cumulative GPA: _____

Who is your academic advisor? _____

Please indicate which of the following you hope to accomplish with this petition:

~~class after the last day to drop classes~~ ~~1st 5 days of class in fall & spring~~ ~~or semester long classes~~

Additional space for explanation continued from front if needed:

Office use only below the line

Petitions for Academic Exception are routed electronically for review by the petition committee which may consist of the Advisor, Faculty member, Department Chair or Program Director, Registrar, Associate Dean of Curricular & Faculty Development and Associate Provost.

ACTION

Petition Review Committee Decision

Grant

Deny

Signature: _____

Date: _____

Rationale Conditions Additional Information