

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's *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, a special fee will be assessed in connection with the granting of the petition.

OVERLOAD WITHOUT MEETING GPA REQUIREMENT. To consider a petition to overload without meeting the GPA requirement, please state in your explanation specifically how you plan to handle the workload of the additional class.

OBTAIN GENERAL EDUCATION DESIGNATIONS FOR A COURSE. To consider a petition to review general education designations for a course, please submit the course syllabus as well as a detailed explanation of how the course meets the criteria and goals of the designation (consult the rubric in the course catalog and be specific).

**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:

ADD / DROP class after the last day to add/drop classes (1st 5 days of class in fall & spring for semester long classes)

Withdraw from class after the last day to withdraw from classes
(1st 8 weeks of the term for a semester long class. A "W" will appear on transcript.)

Change course TO / FROM Credit/No Credit (circle one) Overload without meeting GPA requirement

Attach a General Education designation to a course (specify): _____

Other (Please explain): _____

If you are referring to a particular course, please identify the course, instructor and term/year

CRN	Dept.	Crs. #	Class Name	Instructor	Term/Year
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Explain the circumstances which warrant granting this exception for you. (Please write legibly and use back if necessary. Add typed separate page if response is lengthy.)

If the circumstances you refer to above are health related you will need to provide confirmation from a health care professional. If you have been treated by or consulted with **University Counseling & Consultation Service (UCCS)**, you must sign a release form IN THE UCCS OFFICE. If you have been treated by or consulted with a **private physician/counselor**, please have them provide a statement on practice letterhead regarding your circumstances.

Date: _____ Your Signature: _____

*Return this petition to the Registrar's Office. Your petition will be forwarded to the appropriate parties for review. Since you won't be present at the review by the Petition Committee, you should be certain that your request is clear, concise, and a credit to you. Allow the reader the opportunity to conclude from your written comments that it would be altogether fitting to grant your request. **PETITIONS THAT ARE NOT COMPLETE CANNOT BE PROCESSED.***

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