

## **Submitting Academic Exception petitions**

### ***Student Submission - webCentral***

Petitions for Academic Exceptions (including Extensions of Time) are submitted through webCentral. Submission through webCentral initiates the petition process through the Office of Graduate Studies. Petitions that are not submitted through webCentral will not be reviewed.

1. Log into webCentral account.
2. Click on the myWeb tab.
3. Click on the Banner Self-Service folder.
4. Click on the Student and Financial Aid folder.
5. Click on the Student Records folder.
6. Click on Request Academic Exception.
7. Fill out required items in the form and submit (see additional instructions in the *Required Items* section below). A very brief summary should be entered in the “Request” field and the longer explanation should be entered in the “Reason” field. There is a 4000 character limit in the “Reason” field.
8. When there is a status change on a petition, the student will receive an email prompting her/him to check the status of her/his petition in webCentral.
9. To check the status of a petition, follow steps 1-5, and then click on View Academic Exceptions.

*\*Note: All communication to the student from the Office of Graduate Studies will be through the Academic Exceptions portal on webCentral. It is the responsibility of the student to log into webCentral to view the status of any requests for Academic Exception that she/he has submitted.*

*\*\*Petitions for students in the [\*\*Morgridge College of Education, University College, Graduate School of Social Work and Josef Korbel School of International Studies\*\*](#) must also include unit input. Once the student’s electronic petition and faculty input for that petition have been received, the information will be sent to the unit for review. The unit will then email input to [\*\*gfac@du.edu\*\*](mailto:gfac@du.edu).*

### ***Graduate Policies and Procedures***

Please refer to the Graduate Policies and Procedures Manual ([\*\*http://www.du.edu/media/documents/graduates/10-11policy.pdf\*\*](http://www.du.edu/media/documents/graduates/10-11policy.pdf)) for the full version of policies and procedures related to graduate academic exceptions.

### ***Required Items***

1. **Reason for Request** – Please explain in detail the circumstances that make this request necessary. This information should be entered by the student in the webCentral electronic request for academic exception form.

**If the request is in regards to a class:**

A. Provide the following information in your letter:

Course number and Title of class  
How many credit hours course was offered for/you enrolled for  
Quarter and year the course was offered  
Instructor's name

B. Contact the Instructor

You must contact your instructor and ask him/her to also submit a letter for review. Professors may send letters directly to our office. Documentation from the instructor must be received before student petitions are reviewed.

**If the request is in regards to an extension of time:**

A. Provide the following information in your letter:

Date you entered the program  
The number of time extensions you have been granted in the past  
Period of extension requested (From Month/Year, To Month/Year)  
\*Extensions may be requested for a minimum of one quarter to a maximum of one academic year.  
Include whether or not you have completed all coursework/credit hours for your program with the exception or research hours.  
Include the last term you attended DU?  
Have you attended any other college or university since your last attendance at DU? If yes, please include a list of schools attended and submit official transcripts from each school to the Office of Graduate Studies.

B. Attach outline and plan for completion of degree – discuss in detail the current status of your thesis/dissertation/project. Describe what requirements have been completed and what work remains to be done, along with a detailed outline of the timetable you will follow to insure completion of your degree by the ending date of the extension requested.

C. Contact Advisor/Program Director

You must contact your advisor and/or program director and ask him/her to also submit a letter for review (via email to [gfac@du.edu](mailto:gfac@du.edu) from his/her official DU email address). Submit your outline plan for completion/timetable to your advisor for approval before submitting your request on webCentral, in order to incorporate any changes your advisor may suggest. If you have already received a previous extension of time, you must also contact your department chair and/or program director and ask him/her to submit a letter for review (via email to

[gfac@du.edu](mailto:gfac@du.edu) from his/her official DU email address). Documentation from the advisor/program director must be received before petitions are reviewed.

- 2. Additional/Supplementary Documentation** – In some cases, it may be necessary for the student to provide supplementary documentation. If your situation involves a medical issue or other extenuating circumstances, please contact our office to discuss whether additional documentation may be needed. Additional items, including faculty/unit support and/or supplementary documentation, may be either emailed (preferred) or mailed to the Office of Graduate Studies:

Dr. Barbara J. Wilcots, Associate Provost for Graduate Studies  
University of Denver  
2199 S. University Blvd.  
Mary Reed Building, Room 5  
Denver, CO 80208-4802  
Phone: 303.871.3950  
Fax: 303.871.4566  
Email: [gfac@du.edu](mailto:gfac@du.edu) (preferred)

### ***Review and Notification Process***

- 1. Review of Complete Files** – Complete files, composed of letters from the student, instructor, and/or any supplemental documentation (if required) will undergo a preliminary review. WebCentral will be updated if there are questions or if additional information is needed. The student will receive an email prompting them to check webCentral if there has been a status change regarding his/her petition.
- 2. Incomplete Files – Incomplete petitions will not be reviewed.** Petitions that are missing information or required documents will continue as pending files in webCentral until all necessary documents have been received. **It is the responsibility of the student** to ensure that all required documents and information have been submitted to the Office of Graduate Studies in a timely manner. Students may check the status of all documents at anytime by choosing to View Academic Exceptions in webCentral.
- 3. Graduate Exceptions Committee** – Depending on the nature and complexity of the circumstances, some requests may be forwarded to the Graduate Academic Exceptions Committee (headed by the Associate Provost) for review. The Committee meets once a month during the academic session (not during the summer or interterm periods).
- 4. Notification of Decision** – The student will be notified (via webCentral) of the decision of the Associate Provost and/or the Graduate Academic Exceptions Committee within one week of when the request was reviewed. The decision report will be emailed to the instructor and department.

If you have additional questions about the Exception to Academic Policy request process please contact the Office of Graduate Studies by email at [gfac@du.edu](mailto:gfac@du.edu) or by phone at 303-871-3950.