

academic exceptions

STUDENTS & FAMILIES



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The Process

1. The exceptions process is designed to provide students with the opportunity to address those unique and unusual situations that can arise during academic careers.
2. The first step in putting together a petition is to meet with either an Undergraduate Adviser in The Center for Academic and Career Development or if you are a business major, the Office of Undergraduate Programs at the Daniels College of Business. Students must meet with an adviser in one of these offices. With the adviser's assistance students will complete a petition to Academic Exceptions found in myWeb under Student Records, option Request Academic Exception.
3. Students will receive email notification (sent to your DU email account) to check the status of your petition found in myWeb under Student Records, View Academic Exceptions.
4. The Academic Exceptions committee meets once a month to review all the documentation submitted by each student. The purpose is to review each petition and make a decision that upholds the integrity of the curriculum. Students do not meet with the committee in person, and must submit the online request for the committee to review. Once the committee has made a decision regarding a student's petition, the student is notified via email (to your DU email account) to check the status in myWeb under Student Records View Academic Exceptions

Types of Petitions

1. Retroactive drops/adds.
 - a. Retroactive adds and drops are provided to address those extenuating circumstances that interfere with students' ability to successfully add or drop a course prior to the deadline.
 - b. These require a dated email from instructors stating whether or not they support the retroactive add/drop. The instructor's email is necessary to complete the petition, however it does not guarantee that committee will approve the request.
 - c. In the Request include: (course name, course number, CRN and quarter)
 - d. If you are requesting a retroactive add/drop, your petition must address:
 - i. What steps were taken to drop the course prior to the deadline?
 - ii. Why were relevant academic deadlines missed?
 - iii. Why are you petitioning at this particular time?
 - iv. Why were you able to complete your registrations/drops in your other classes, but not this one (if applicable)?
 - v. Emails from professors for the course should address the following and should be sent to advising@du.edu:
 - Your attendance and class performance
 - When did you initially discuss dropping the course with the instructor?
 - Any additional information that would be helpful for the Academic Exceptions Committee to fully understand the situation.
 - If the registration error was the fault of an agent of the institution, it is important to include any evidence or documentation.

Included within this handout are definitions of the various academic exceptions, brief examples of what *could* qualify under such an exception, as well as examples that do not meet these criteria. This outline *is not a definitive resource*, but should be treated as guide to help you move through this process. Advising staff is always open to meet with students and answer questions – for an appointment, contact Academic Advising at The Center for Academic and Career Development: 303.871.2455.

The Front Desk Staff will schedule the appointment for you. To schedule an appointment with an adviser in the Office of Undergraduate Programs in the Daniels College of Business please call 303-871-6910.

Types of Petitions, continued

- e. Be sure to include any documentation indicating extenuating circumstances.
 - i. Retroactive adds and drops will not be approved for financial reasons, financial holds, concerns about GPAs or being unaware of the various academic deadlines.
 - ii. Requests to retroactively drop academic W's are unlikely to be approved since the appropriate assignment for any course dropped after the first week is a W indicating that you withdrew from the course.
 - iii. Retroactive Drops for Medical Reasons-If you are requesting a retroactive drop for medical reasons you must request that all courses be dropped. In your request, please address what you were experiencing during that quarter and why you were unable to drop your courses prior to the deadline. Medical documentation from your healthcare provider is required. The summary letter must be on letterhead and explain the diagnosis, why you were unable to attend classes, current and future treatment.

NOTE: If you are petitioning to drop, you cannot simply turn in a signed slip. You also need an email from the instructor addressing the previously outlined information sent to advising@du.edu

2. Waive in Residence

- a. Students are required to take the final 45 credit hours in residence at the University of Denver.
- b. If you are considering a Waive in Residence, your petition should address:
 - i. Why you are interested in taking this course outside of DU
 - ii. Why you cannot take this course at DU at another point during the academic year

NOTE: The desire to graduate early is not considered an appropriate reason for taking coursework outside of DU during your senior year.

- c. Remember - you must earn at least a C for courses to transfer into DU. Petitions to waive this residency requirement should include **Emailed APPROVAL from the appropriate department sent to advising@du.edu to complete your petition (e.g. major/minor department or Alex Bauer: Alex.Bauer@du.edu for University Requirements and/or general electives).**

NOTE: Petitions will not be approved for financial reasons.

3. Concurrent Enrollment

Students are not permitted to take courses concurrently at DU and another institution. If permission for Concurrent Enrollment is granted students cannot take more than 19 credits. If you are interested in petitioning this requirement, your Concurrent Enrollment Petition must include:

- a. Emailed approval from the department of the course you are taking from another institution sent to advising@du.edu
- b. The number of combined, registered credit hours between DU and the other institution

4. Major/Minor Petitions

Students are required to maintain at least a 2.0 within declared major and minor areas of emphasis. Students cannot take more than the maximum amount of credit hours allowed in a major (for most majors this is 60 hours, however please check this requirement with the major department).

Re-petitioning

Students may re-petition only if there is new documentation that the committee did not have access to during the initial review of the petition.

Appeals

The decision of the Academic Exceptions Committee is final; there is no further avenue for appeal.