

# academic exceptions

STUDENTS  
& FAMILIES

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. As usual, we're always open to meet and answer questions – for an appointment, contact us in Academic Advising at The Center for Academic and Career Development: 303.871.2455. The Front Desk Staff will schedule the appointment for you.

## The Process

1. The exceptions process is designed to provide you with the opportunity to address those unique and unusual situations that can arise during your academic careers.
2. The first step in putting together a petition is to meet with an Undergraduate Adviser in The Center for Academic and Career Development. With the advisers assistance you will complete a petition to Academic Exceptions found at <http://www.du.edu/studentlife/advising/forms.html>
3. The Academic Exceptions committee meets once a month to review all the documentation submitted by each student to make a fair decision that upholds the integrity of the curriculum. You do not meet with the committee, only submit paperwork for the committee to review. Once the committee has made a decision you will be notified via email to the address listed in webCentral.

## Types of Petitions

1. Retroactive drops/adds.
    - a. Retroactive adds and drops are provided to address those extenuating circumstances that interfere with your ability to successfully add or drop a course prior to the deadline.
    - b. These require a dated email from your instructors stating whether or not they support your retroactive add/drop. The instructor's email is necessary to complete the petition, however it does not guarantee that committee will approve your request.
    - c. If you are considering a retroactive add/drop, your petition must address:
      - i. What steps you took to drop the course prior to the deadline?
      - ii. Why you missed the relevant academic deadlines?
      - iii. Why you are petitioning at this time?
      - iv. Why you were able to complete your registrations/drops in your other classes, but not this one (if applicable)?
    - v. Emails from your professor should address the following:
      - 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, this is important information to include
- 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 aforementioned information**

## Types of Petitions, continued

- d. Be sure to include any documentation indicating extenuating circumstances.
  - i. Retroactive adds and drops are never 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 rarely approved since the appropriate assignment for any course dropped after the first week is a W indicating that you withdrew from the course.

### 2. Waive in Residence

- a. You are required to take your final 45 credits 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 **SIGNED APPROVAL from the appropriate department (e.g. major/minor department or Tutu Mulatu: [Tutu.Mulatu@du.edu](mailto:Tutu.Mulatu@du.edu) for University Requirements and/or general electives).**

**NOTE: Petitions will never be approved for financial reasons.**

### 3. Concurrent Enrollment

You are not permitted to take more than 19 credits while concurrently enrolled at DU and another institution. If you are interested in petitioning this requirement, your Concurrent Enrollment Petition must include:

- a. Signed approval from the department of the course you are taking remotely
- b. The number of combined, registered credit hours between DU and your other institution

### 4. Major/Minor Petitions

You are required to maintain at least a 2.0 within your major and minor areas of emphasis.

## Re-petitioning

You can 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.

*Return this petition to the Center for Academic and Career Development (Driscoll South, below the bookstore).*

Name: \_\_\_\_\_ DU ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Local Phone: \_\_\_\_\_ DU Email: \_\_\_\_\_

**Request:**

*Please include course reference number (CRN), course prefix and number (e.g. FREN 3701), course title, and course term information.*

**Reason for Request:****Committee Decision:**

Date: \_\_\_\_\_

\_\_\_\_\_  
For the Committee