

 <b>UNIVERSITY of DENVER</b>	
<b>Academic Exceptions Policy</b>	Version date: 2/11/19
Reviewed and Approved by: GRADUATE COUNCIL: 3/6/2019	

## Academic Exceptions Policy

Academic policies define institutional standards and ensure equitable treatment of all students. All students are expected to observe the academic policies and practices of the University set forth in the [University Bulletin](#). However, in instances of documented extraordinary circumstances, a student may request an exception to a policy or practice.

The Academic Exceptions Committee is a standing subcommittee of the Undergraduate & Graduate Councils which represents the Councils' interests as advisory to the Vice Provost for Academic Affairs. As chair of the Committee, the Vice Provost appoints its members and ensures that the Committee is representative of appropriate academic and administrative units. Decisions of the Committee are final.

### Purview

The Academic Exceptions Committee considers requests for exceptions to University-wide academic policies affecting students. This is an academic committee that cannot take considerations of convenience, financial cost, or academic standing into the decision.

Exceptions should be submitted within one calendar year after the completion of the quarter in question and must be submitted prior to a student's degree being certified and posted to the transcript. Any exceptions that do not meet this expectation should include a rationale for why the request was not made within the appropriate timeframe.

### Required Documentation

A valid petition includes, at minimum, the official online request submission through [PioneerWeb](#), written documentation from the student and supporting documentation, as appropriate for the petition type. Additional documentation may be required. Documentation may be emailed to [academicexceptions@du.edu](mailto:academicexceptions@du.edu) or faxed to 303-871-4566. It is the responsibility of the student to ensure that all documents are submitted in a timely fashion.

The Vice Provost for Academic Affairs or designee has final determination as to whether the documentation the student has submitted is sufficient.

### Petition Review and Status

- It is the responsibility of the students to check the status of their petitions and respond to requests by the Committee representative.
- The student will be notified (via PioneerWeb) of the decision within one week of when the request was reviewed.
- A student has 45 days from the initial submission to complete the petition. If, at the end of 45 days there are still outstanding documents, the petition will be cancelled, and the student will need to resubmit a new petition.
- A student may re-petition if there is new documentation that was not reasonably available at the time of the initial decision.

# academic exceptions

## Graduate Students

[academicexceptions@du.edu](mailto:academicexceptions@du.edu)

Academic policies define institutional standards and ensure equitable treatment of all students. All students are expected observe the academic policies and practices of the University, however, in instances of documented extraordinary circumstances, a student may request an exception to a policy or practice. Please visit the [Academic Exceptions policy](#) for additional information.

## The Process

### Step 1. Get Advised

- Contact the Office of Graduate Education for assistance with the petition process
- Email [gststu@du.edu](mailto:gststu@du.edu) or call 303-871.2706

### Step 2. Submitting Academic Exception Petitions

Student Submission- [PioneerWeb](#)

- Petitions for Academic Exceptions are submitted through PioneerWeb. Submission through PioneerWeb initiates the petition process. Petitions that are not submitted through PioneerWeb will not be reviewed.
- Log into [PioneerWeb](#) account (see Illustration on next page)
  - Click on the myWeb tab.
  - Click on the Expand the myWeb (Banner Self-Service) menu folder.
  - Click on the Student folder.
  - Click on the Student Records folder.
  - Click on Request Academic Exception.
- Fill out required items in the form and submit a brief summary in the “Request” field. Detailed explanations should be entered in “Reason” field. There is a 4000-character limit in the “Reason” field.
- A valid petition includes written documentation from the student’s advisor or the instructor of the course(s), if the request is regarding a course. Additional documentation or information may be required before the petition can be reviewed and should be sent to [academicexceptions@du.edu](mailto:academicexceptions@du.edu)
- When there is a status change on a petition, the student will receive an email prompting the student to check the status of the petition on PioneerWeb.
- If a petition remains incomplete for 45 days, it will be cancelled.

### Step 3. Wait for committee review

- The Senior Vice Provost for Research and Graduate Education and the Vice Provost for Academic Affairs complete the initial review of graduate academic exceptions. If it is determined that an academic exception requires review of the Academic Exceptions Committee, the exception will be referred to the Academic Exceptions Committee.
- The Academic Exceptions Committee meets once a month to review petitions and documentation. The Committee does not meet in July.
- Students will receive an email notification once the review is complete.
- To check the status of a petition, follow the above steps and then click on View Academic Exceptions.

The screenshot shows a web browser window with the URL <https://pioneerweb.du.edu/myweb>. The page features the PioneerWeb logo and a navigation menu with the following items: Home, Resources, Courses, myWeb, Campus Scene, Student, and Faculty. The 'myWeb' item is circled in red.

Below the navigation menu is the 'Banner Self Service' section, which contains a tree view of options. Red arrows point to the following items:

- Expand the myWeb (Banner Self-Service) menu
- Student
- Student Records
- Request Academic Exception
- View Academic Exceptions

The 'Student Records' folder is expanded, showing the following sub-items:

- Admissions
- Daniels Undergraduate Secondary Admission
- Pioneer Leadership Program
- Living and Learning Communities
- University Honors Program
- Registration
- Student Records
- View Holds
- Midterm Grades and Faculty Feedback
- Final Grades
- Grade Detail
- View/Print Unofficial Transcript
- Request Printed/Official Transcript
- View Status of Transcript Requests
- Account Summary by Term
- Account Summary
- Select Tax Year
- Tax Notification
- Degree Audit
- General Student Information
- Check Your Registration Status
- Request Academic Exception
- View Academic Exceptions
- View Student Record Releases
- Add Student Record Release

## Exception Requests and Required Documentation

The Senior Vice Provost for Research and Graduate Education, the Vice Provost for Academic Affairs and /or the Academic Exceptions Committee will review the following requests in addition to any issues referred to the Committee by the Vice Provost.

Note: Petitions for graduate students in Morgridge College of Education, University College, Graduate School of Social Work and Josef Korbel School of International Studies also require academic dean (or designee) input. Once the student's petition and University personnel input for that petition has been received, the information will be sent to the academic dean or designee for input.

### Changing Course Registration after the [Published Registration Deadlines](#)

The Committee will consider retroactive adds or drops **only** in the event of extenuating circumstances beyond the student's control

- Request to add or drop a course when the student was in contact with instructor prior to the published registration deadlines
  - *Documentation:* Letter(s) on institutional letterhead or email from an appropriate University personnel.
- Serious illness or death of immediate family member that prevents the student from completing the course(s).
  - *Documentation (for illness):* Confirmation on letterhead from licensed healthcare provider of immediate family member's status.
  - *Documentation (for death):* Memorial service folder, obituary, or copy of death certificate
- Job relocation or loss of employer reimbursement eligibility due to **involuntary** job loss.
  - *Documentation:* Letter on business letterhead from immediate supervisor or human resources administrator.
- Unexpected increase in job responsibilities, required change in work schedule, or required travel that prevents completion of course(s).
  - *Documentation:* Letter on business letterhead from immediate supervisor or human resources administrator that specifies the dates of increased workload and/or travel.
- Registration for the wrong course or course level (e.g. registered for master's level course (4xxx) that should have been doctoral (5xxx).
  - *Documentation:* Letter(s) on institutional letterhead or email from an appropriate University personnel.

### Retroactive Withdrawal for Medical Reasons

- A student with a mental health and/or physical health condition that prevents the student from completing course(s).
  - *Documentation:* A student request for a retroactive withdrawal for medical reasons requires medical documentation from the student's treating healthcare provider using the [Treating Healthcare Provider Retroactive Withdrawal and Reentry for Medical Reasons form](#).

Students should read full [Medical Leave of Absence](#) policy for additional details.

### Request for an Extension of Time to Complete Graduate Degree

- Student may be considered for an extension of time only if they are able to demonstrate potential to complete the degree. Students must include a detailed outline plan with milestones and goal dates leading to completion of the degree in their petition.

- *Documentation:* letter or email of input from student's faculty and/or departmental advisor

The Senior Vice Provost for Research and Graduate Education or designee will review the following requests:

### **Thesis and Dissertation Publication Options**

- If a student wishes to restrict access to their dissertation or thesis, they may request an embargo, opt out or permanent suppression. To request an embargo, opt out or permanent suppression of the thesis or dissertation, the student will submit an academic exception explaining the issue and stating that access to the work needs to be restricted.
  - *Documentation:* Letter or email from the thesis/dissertation director supporting the statement.

### **Transfer of Credit Policy and Credit Hours to Count for the Degree**

- Transfer hours from another institution older than five years do not count for the graduate degree.
  - *Documentation:* Letter from the department/unit with the Transfer of Credit request form with rationale
- Students cannot take more than eight credits beyond degree requirements in order to make up grade deficiencies.
  - *Documentation:* Letter from the department/unit with rationale

### **Graduate Teaching Assistantship (GTA) English Language Proficiency Assessment**

- Prospective GTAs may be exempted from submitting TOEFL/IELTS/CAE scores if they have earned a baccalaureate degree or higher from a formally-recognized/accredited university where the institution's language of instruction and examination is English and have four or more consecutive years of work/instructional experience in countries with an official native language of English and the language of employment/instruction is English.
  - *Documentation:* The academic unit may submit a petition to the Senior Vice Provost for Research and Graduate Education requesting that the student be exempt from the TOEFL/IELTS/CAE score requirement. Petitions must provide a compelling case for the exception. Petitions are submitted at the discretion of and by academic units. The Office of Graduate Education will not accept requests and petitions from students.

### **Unit-specific Admission Requirements and by Individual Academic Programs exceptions**

- Petitions for applicants that are requesting waivers from unit-specific admission requirements (i.e. letter of recommendation or essay).
  - *Documentation:* These petitions need to be supported by the departmental admission committee and have a strong rationale.
  - *Note: The dean of the graduate unit reviews requests for waivers regarding entrance exams*
- Final approval for admission, consideration of coursework, and timeline for degree completion in which a student was previously terminated.
  - *Documentation:* These petitions need to be supported by the departmental admission committee and have a strong rationale.