

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 Programs. 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, including G.P.A into the decision.

The Committee will not consider petitions for policy exceptions more than one calendar year after the completion of the quarter in question or once a student's degree has been certified and posted to the transcript.

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 or faxed to 303-871-4566.

It is the responsibility of the student to ensure that all documents are submitted in a timely fashion. Documentation must be received at least one week prior to the monthly Academic Exceptions Committee meeting.

Note: Petitions for graduate students in the Morgridge College of Education, University College, Graduate School of Social Work and Josef Korbel School of International Studies that do not require external University documentation must also include academic dean input. Once the student's petition and University personnel input for that petition have been received, the information will be sent to the academic dean or designee for input.

Petition Review and Status

Petitions are reviewed and decided by the Academic Exception Committee, which meets once per month during the regular academic session. The Committee does not meet during the month of July. Petitions submitted during July are reviewed at the August Academic Exceptions Committee.

- 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 of the decision of the Academic Exceptions Committee 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 canceled and the student will need to resubmit a new petition.
- A student may re-petition if new documentation that was not reasonably available at the time of the initial decision.

The Academic Exceptions Committee will review the following requests in addition to any issues referred to the Committee by the Vice Provost.

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.

Documentation: Letter(s) on institutional letterhead or email from an appropriate University personnel.

The following requests for retroactive withdrawals for the term require documentation from external University sources:

- 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.

- 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.

Concurrent Enrollment and Residency Requirements

- Students may enroll elsewhere concurrently *only* if they are pre-approved prior to enrollment, pursuing a requirement not currently offered at DU and if the concurrent enrollment doesn't result in an unacceptable overload.
- Students may be allowed an exception to the waive the residency requirement if extenuating circumstances (e.g. medical or personal issues) require that they be away from the University of Denver campus. Any non-affiliated DU study request must be consistent with the student's academic requirements, must have appropriate departmental approvals and meet DU's transfer of credit policy.
- Exceptions to the residency requirement will not be approved if a student's time out-of-residence results in too substantial a proportion of their academic work being taken outside the University of Denver.

Documentation: Approval letter(s) of input from the student's faculty and/or departmental advisor confirming the course(s) may apply to the degree requirements.

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(s) or email of input from the student's faculty and/or departmental advisor.