

academic exceptions

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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. However, in instances of documented extraordinary circumstances, a student may request an exception to a policy or practice.

The Process

Step 1. Meet with an Academic Advisor

- Should students have questions about the petition process, we are here to help.
- [Schedule an Appointment](#) or call 303-871-2455

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 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.
- A valid petition includes written documentation from student's advisor or the instructor of the course(s), if the request is in regards to a course. Additional documentation may be required before the petition can be reviewed and should be sent to 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 in [PioneerWeb](#).

Step 3. Wait for committee review

- 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 steps the above, and then click on View Academic Exceptions.



Banner Self Service

- Expand the myWeb (Banner Self-Service) menu
- Personal Information
- Student
 - 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