

# academic exceptions

www.du.edu/studentlife/advising  
Suite 30, Driscoll South  
303.871.2455  
advising@du.edu

## The Process

### 1. Meet with an Academic Advisor

- [Schedule an Appointment](#) or call 303-871-2455

### 2. Complete a petition

- Go to PioneerWeb—Student & Financial Aid—Student Records—Request Academic Exception
- The committee does not review petitions for quarters more than a year ago.

### 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.
- You will receive an e-mail notification once the review is complete.
- You can also check the status of your petition by going to PioneerWeb—Student & Financial Aid—Student Records—View Academic Exceptions

### 4. Re-petitioning and appeals

- Once an Exceptions petition has been reviewed, students can re-submit the same request only if there is new documentation that the committee did not have access to during the initial review of the petition. The decision of the Academic Exceptions Committee is final; there is no further avenue for appeal.

## Types of Petitions

### 1. Waiver of Residency

Students are required to take their final 45 credits in residence at the University of Denver. Credit earned on DU partner study abroad programs are resident credits; unaffiliated study abroad programs earn transfer credit .

A. If a student is considering a Waiver of Residency, their petition should address:

Why they are interested in taking this course (s) outside of DU .

Why they cannot take this course at DU at another point during the academic year.

Why they need to study abroad through an unaffiliated program. (If applicable)

B. Remember - students must earn at least a C for courses to transfer into DU. Students majoring in accounting may transfer accounting courses without validating tests only if they are recorded with grades of "B" or better. Petitions to waive this residency requirement should include

**EMAILED APPROVAL from the appropriate department (e.g. major/minor department), sent to advising@du.edu.**

**NOTE: The desire to graduate early or to complete a concurrent degree are not considered appropriate reasons for taking coursework outside of DU during your senior year.**

**Petitions will not be approved for financial reasons.**

### 2. Major/Minor Petitions

Students cannot take more than the maximum amount of credit hours allowed in the major (for most majors this is 60 hours, however please check this requirement with the major department.)

Students are required to have a minimum amount of credit hours to complete their major or minor. If a student is interested in petitioning either of these requirements, their petition must include: an emailed approval from the student's faculty advisor (sent to advising@du.edu).

### 3. Late Adds/Drops

Late adds and drops are provided to address those extenuating circumstances that interfere with a student's ability to successfully add or drop a course prior to stated deadlines.

- Late adds/drops are not approved for financial reasons, financial holds, concerns about GPAs or being unaware of the various academic deadlines.
  - Requests to retroactively remove an academic "W" 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. A "W" does not factor into your GPA.
- A. In the Request, include: Course Name, Course Number, CRN and quarter.
- B. Your late drop petition must address:
- What steps did you take to drop the course prior to the deadline? **(not needed for late adds)**
  - Why did you miss the relevant academic deadlines?
  - Why are you petitioning at this time?
  - Why were you able to complete your registrations/drops in your other classes, but not this one (if applicable)? **(not needed for late adds)**
  - If the registration error was the fault of an agent of the institution, it is important to include any evidence or documentation. **(not needed for late adds)**
- C. Petitions *must* be accompanied by a dated email from instructors addressing the following information. *The instructor's email is necessary to complete the petition, however it does not guarantee that the committee will approve your request.* Instructor emails should be sent to [advising@du.edu](mailto:advising@du.edu). Emails should include:
- Your attendance and class performance.
  - When did you initially discuss dropping the course with the instructor? **(not needed for late adds)**
  - Any additional information that would be helpful for the Academic Exceptions Committee to fully understand the situation
- D. Be sure to email any additional documentation beyond what is required indicating extenuating circumstances to [advising@du.edu](mailto:advising@du.edu).

### 4. Retroactive Withdrawal for Medical Reasons

- Students requesting a retroactive withdrawal for medical reasons must request that *all courses* be dropped. In the request, students must address what they were experiencing during that quarter, their last day of attendance in class, and why they were unable to drop the courses prior to the deadline. Students will receive W's on their transcript if approved. Medical documentation from the student's healthcare provider is required. The dated summary letter must be on letterhead, provide a date the student first consulted the provider, give a diagnosis, and **explicitly state the functional impairments** which inhibited the student from attending classes and/or completing course work during the quarter.
- Medical documentation can be emailed to [advising@du.edu](mailto:advising@du.edu) or faxed to 303-871-3331 ATTN Academic Exceptions.
- An email from the instructor is *not* required for retroactive withdrawals for medical reasons.
- Tuition is prorated. Tuition Refunds will be based on the last date of attendance at an academically related activity in combination with the date the condition was officially recognized by a healthcare provider.
- A petition must be submitted within 45 calendar days following the last day of the quarter.

### 5. 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 a student is interested in petitioning this requirement, a concurrent enrollment petition must include:

- The course title and institution where the course will be taken.
- The number of combined, registered credit hours between DU and the other institution.