

Academic Exception Petition

PETITION#:

(Office use only)

OFFICE USE ONLY

First received by Office of the Registrar (date/by): _____

First AEC reading (date): _____

AEC recommendation reached (date): _____

First AAC reading (date): _____

AAC recommendation reached (date): _____

Student notified (date): _____

Additional: _____

PROCEDURES FOR FILING AN ACADEMIC EXCEPTION PETITION

1. The Academic Exceptions Committee (AEC) meets every two weeks during the semester. Requests are considered in the order in which they are submitted.
2. It usually takes at least four weeks for a petition to be reviewed by the Academic Exceptions Committee and then by the Academic Affairs Council (AAC). Students bear the responsibility to file petitions in a timely manner. Applications relating to the current semester must be filed 28 calendar days prior to the last day of that semester. Applications relating to graduation must be filed 28 calendar days prior to the end of the semester in which the student wishes to graduate.
3. Petition Forms are available from the Registrar's Office and completed forms should be turned into that office.
4. The Committee may return a petition to the student for insufficient information or for clarification; therefore, a student is encouraged to submit a complete petition and to discuss their application with their advisor.
5. After the AEC has completed its review and formed a recommendation, the student's petition and the AEC's recommendation are forwarded to the AAC. The AAC either accepts, rejects or modifies the AEC recommendation. Following this, the student and the Academic Advisor will be notified of the outcome in writing, by the Registrar's office.
6. The written determination of an academic exception petition by the Academic Affairs Council is binding. Formal appeals to the President of the University must be made within fifteen (15) calendar days of the decision from the Academic Affairs Council. Such appeals will largely be reviewed for procedural error. The President will only overrule the prior decision if, in the President's discretion, the prior decision is clearly erroneous.

I, the undersigned, have read the above instructions.

Student Signature

Date



**SOUTHERN
VIRGINIA
UNIVERSITY**

Office of the Registrar
One University Hill Drive, Buena Vista, VA 24416
Phone: (540) 261-4343 · Fax: (540) 261.4245

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Please complete all sections of this form. Additional supportive evidence should be attached. Each form is for a single exception. If you are requesting more than one exception, a separate form must be used for each one. Make sure you have consulted with and obtained the signatures of your advisor and any necessary faculty and staff. Incomplete forms will be returned to the students.

You must be familiar with all SVU policies relating to your petition. Please review the SVU Catalog, which is available at catalog.svu.edu, and provide copies of those policies.

Full Name: _____ ID#: _____

Email: _____ Phone: _____

Class: Freshman Sophomore Junior Senior Current Semester: Spring Fall

PLEASE COMPLETE THE FOLLOWING (APPLICATION IS INVALID UNLESS ALL ITEMS ARE COMPLETE)

- Indicate the policy requirement you wish to modify by attaching a highlighted copy from the SVU catalog.
- Propose your desired alternative to the policy requirement in a typed statement.
- Justify your proposal with an objective outline and supporting data.
- Provide a current transcript and graduation audit. If you have transfer credits that factor in this decision, make sure they are on your transcript.
- Provide written support/clarification from your academic advisor.
- Provide a written response - for or against - from relevant faculty or staff familiar with your proposal. This may be sent as an email to the registrar's office.

Academic Advisor Signature

Faculty/Staff Signature

To the best of my knowledge, the information I have given is complete and truthful.

Student Signature

Date

COMMITTEE ACTION (OFFICE USE ONLY)

Approved Denied Date: _____

Rationale: _____

Date student was notified by the Registrar's Office: _____

By whom: _____



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