



# PETITION FOR EXCEPTION TO ACADEMIC POLICY

- This petition **cannot** be used for financial exceptions or for actions covered under other procedures. Questions about financial exceptions should be directed to [studentaccounts@muih.edu](mailto:studentaccounts@muih.edu).
- For a change of grade, see the course instructor.
- Requests for a late drop will generally only be considered due to an administrative error or due to documented exceptional circumstances that occurred during the drop period *and* the student was unable to drop the course at that time due to circumstances beyond their control.
- Requests for a late withdrawal will generally only be considered when documented exceptional circumstances occurred near or after the withdrawal deadline.
- For a grade appeal, refer to [Policy 6035: Grading in Academic Courses](#)

**Policies are established by the University to ensure that the same procedures and standards are applied to everyone. As with any rule or policy, there may be exceptions. An exception to an Academic Policy may be considered only in cases of extenuating circumstance and documented need. Exceptions will be reviewed and adjudicated on a case-by case basis by the dean and relevant department chair.**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Trimester and Year Related to Appeal: \_\_\_\_\_

Specific Courses/s Involved in Appeal (if applicable):

Please choose the policy, which you are seeking an exception to:

Course Drop and Withdrawal

Change of Program

Program Completion/Extension

Academic Standing

Earning Multiple Degrees or Certificates

Transfer Credits

Course Audit

Other: \_\_\_\_\_

**Required Attachments**

It is your responsibility to help the reviewer understand your specific circumstance. Attach a statement explaining what action you are requesting, including any reasons that would support your request for an exception. Make your statement as specific as possible, including courses and/or trimesters, dates, and names of people you have previously consulted. Documentation should be provided.

\*Once an appeal is submitted the reviewer may take 3-5 business days to respond to your request. Decisions are final.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ACADEMIC DEPARTMENT USE ONLY**

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_ N/A Approved Denied

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved Denied

Dean's Comments:

The student should return this form to [DeanAcademicAffairs@muih.edu](mailto:DeanAcademicAffairs@muih.edu)  
 All academic policies are available to review via the [Student Policies Webpage](#)

CC: Registrar Advising Department Chair