

# Academic Policy Exceptions

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A petition process exists for students who seek an exception to stated academic policies, procedures, and regulations. Students can complete the Academic General Petition (<https://www.apu.edu/student-services/registration/#ugforms>) available from the Student Services Center (<https://www.apu.edu/student-services/registration/>), or contact the center and request that one be sent via email. Approval for petitions will be granted only in extreme cases where extenuating circumstances are evident and can be substantiated. Email the completed form with all required items to [ssc@apu.edu](mailto:ssc@apu.edu)—it is important for the appeal to include all necessary information, as incomplete petitions will be denied. Students will be notified via email of the final decision.

## Extenuating Circumstances

Extenuating circumstances—those beyond a student's control—could include, but are not limited to, those in the list below. Experiencing and documenting an extenuating circumstance is not an automatic cause for petition approval.

1. Documented death of a close family member or loved one
2. Documented major medical issue (physical or psychological) experienced by the student, living companion, or close family member or loved one
3. Documented domestic violence, sexual assault, and other forms of violence and abuse
4. Documented involuntary call to active military duty
5. Other documented extreme circumstances (case-by-case basis)

The following circumstances are **not** considered extenuating and beyond the student's control:

1. Not knowing the deadline, procedure, or policy
2. Work conflicts or nonemergency family commitments
3. Heavy work schedule or voluntary overtime
4. Not needing or wanting a class
5. Not doing well in a class
6. Not knowing you were enrolled in a class
7. Having too heavy a course load
8. Wanting to improve your GPA
9. Traveling a far distance to the school
10. Incarceration resulting from a guilty verdict

## Documentation

Your inability to provide supportive documentation may result in your appeal being denied. Submit date-specific supportive documentation, but do not submit original documents, as they will not be returned.

Documentation could include, but is not limited to:

1. Medical documentation, which could include a letter from a physician or counselor on letterhead indicating the dates you were under care.
2. Copy of a death certificate or obituary.
3. Accident reports, police records, and/or court records.
4. Statements from each individual instructor for every course change for which you are petitioning. Such statements should include confirmation of attendance, the start and/or end dates of your participation in the course, and any other information applicable to the situation for which you are petitioning. Statements are strongly recommended if you are requesting a course add, drop, or withdraw.
5. A graduation plan outlining how you plan to finish your degree requirements.
6. A statement from your academic advisor or campus authority involved in your situation.
7. Any other documentation that will support the reason for your request.

Petitions submitted without this documentation will likely be denied.

## Submitting Your Appeal

Your appeal must include the following:

1. A completed Academic General Petition form.
2. Attached form, if appropriate, based on the exception you are requesting. For instance, attach a Class Withdrawal form (<https://www.apu.edu/student-services/registration/#ugforms>) if you are requesting an exception to the deadline to withdraw from a course.

3. A typed personal statement (or use the front of the form).
4. Attached documentation of the extenuating circumstance(s) that led to your request.
5. It is important that your appeal include all necessary information. Unexplained or excessive delay between discovering the necessity of filing this petition and submitting it may be grounds for denial.