

Petition for Exception to Policy

Please fill out this form and turn in to the front office. Your petition must be submitted within 30 calendar days following the occurrence of the circumstance.

If you have questions, please contact the Administrative Programs Coordinator. If you do not receive confirmation from the Administrative Programs Coordinator within 10 business days, contact the front office. It may take up to 45 days to process a petition.

It is important to fill this form out as completely as possible. Attach additional pages if necessary. Your petition will be evaluated according to the following criteria.

Evaluation Criteria
Was the circumstance outside the student's control? (car accident, death in family, etc.)
Was the student able to anticipate it happening?
Is this the first time the student has requested this exception?
Has the student demonstrated conscientious communication and/or follow-through regarding this circumstance?
What, if anything, has the student already done to mitigate the situation?
Is the proposed resolution reasonable?
Does the proposed resolution require an unreasonable expense/time burden for the college?

APC Note: Is this the first time the student has requested an exception to this policy? Yes / No

Student:

Legal First Name	Legal Middle Initial	Legal Last Name
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Date: _____ **Enrolled Program:** _____ **Term:** _____

Course Number (if applicable): _____ **Course Name** _____

Instructor(if applicable): _____

What policy are you requesting an exception for? Please attach a copy or note where the policy is located. (e.g. Attendance Policy, Grading Policy, Financial Policy, etc., which can be found in your Student Handbook and Catalog, course syllabus, etc. If you need help please see the Administrative Programs Coordinator.)

How did you deviate from this policy?

Why did you deviate from this policy?

Please attach any documentation related to this situation (e.g. correspondence with instructor, statement from preceptor, medical care provider's note, etc.). **List what you have attached. The more documentation you provide initially the more quickly and efficiently we can respond to your petition.**

What is your proposed resolution. Please include a clearly dated time frame for completion, if applicable. *(Please note that you may be required to pay for any expense incurred as a result of your resolution. Examples include the cost of materials, models, the additional instructor time, etc.)*

Student Signature

Date

Turn this completed form in to the Birthingway Front Office!

Office Use:

Date/Time/Initials
Route to APC, who will attach the Petition for Exception to Policy Response Page