

Request for Exception to Academic Regulation Instruction Sheet

On the Form:

1. **Personal Information:** Provide all information, especially your 9-digit Shepherd ID number (found on the back of your Rambler card), and your @rams.shepherd.edu email address (so that we can send notification of the decision).
2. **Request Permission To:** Identify in a simple phrase the nature of your request. The Advising Assistance Center can offer assistance with this.
3. **Identify affected courses:** If you are requesting a course-related action (add, drop, withdraw, etc.) enter the full information on the course(s): term, CRN, Subject Code, Course Number and Section Number. *If you are requesting to reinstate a full schedule dropped for non-payment, obtain a copy of your dropped schedule from the Office of the Registrar before proceeding.*
4. **Student Statement:** Describe the circumstances that led you to request an exception to academic regulation.

Process:

5. **Consult your academic advisor:** Discuss this situation with your academic advisor. Your advisor may be able to suggest the best way to handle your situation.
6. **Advisor Signature:** Have the advisor sign your form or provide approval by e-mail. *If you are requesting to reinstate a full schedule dropped for non-payment, obtain the signature of each instructor across from each course listed on the schedule to be reinstated, and return to the Office of the Registrar for review.*
7. **Meet with the Advising Assistance Center:** The Advising Assistance Center will discuss your request with you, consult any additional persons necessary, and reach a decision regarding your request, or forward it to the Admissions and Credits Committee for further discussion. They can also help you at the initial stage of preparing your petition.

Appeals:

- A student may appeal a decision of the Advising Assistance Center to the Admissions and Credits Committee.
- Decisions of the Admissions and Credits Committee can be appealed to the Provost.
- All appeals require the student to attach a letter to these documents explaining the reason for the appeal.

Advising Assistance Center (AAC)

- Scarborough Library, Suite 104B or 104C (lower level)
- 304-876-5317 or advising@shepherd.edu
- Monday-Friday 8am-4:30pm. Additional hours are available by appointment.
- Walk-ins and appointments are welcome.

I have read and I understand these instructions. Next Page >>

Request for Exception to Academic Regulation

Date form initiated by student:

mm/dd/yyyy

Date form returned:

Name: _____ Student Identification Number: _____

E-mail Address: _____ @rams.shepherd.edu

Degree: _____ Major: _____ Minor: _____ Teaching Field: _____

Does Petition involve the final 12 hours required for the degree? Yes No

Do you participate in intercollegiate athletics? Yes No

REQUESTS PERMISSION TO:

ADD	CRN: _____	SUBJ: _____	CRS.NO.: _____	SECTION: _____
DROP	CRN: _____	SUBJ: _____	CRS.NO.: _____	SECTION: _____
WITHDRAW	CRN: _____	SUBJ: _____	CRS.NO.: _____	SECTION: _____

If adding a course will take you over 19 hours, you will need to complete the *Approval to Register For More Than 19 Hours* form. If your cumulative GPA is below 3.00, you will need an additional petition for Exception.

Your academic advisor must sign your Letter of Explanation.

Advisor's Signature: _____ Date: _____ Support Do Not Support

Comments: _____

To be completed by Advising Assistance Center (original conveyed to Registrar):

Approved Not Approved Referred to A&C Committee for Decision No Action Taken

Comments: _____

Confirmation of Contact with Advisor:

Other individuals contacted by AAC:

Academic Advising Center Signature

Date

Request for Exception to Academic Regulation Letter of Explanation

Must be signed by your advisor and submitted with your petition form.

For credit overload under 3.00, include your full planned schedule.

Your Signature: _____ Advisor's Signature: _____

PRINT