

# University of Kansas - Office of University Governance

## REQUEST TO FACULTY EXECUTIVE COMMITTEE FOR EXCEPTION TO UNIVERSITY-WIDE ACADEMIC POLICY

UNIVERSITY SENATE RULES, ARTICLE II. Section 9. Exceptions to University Wide Academic Policies provides"

*"Under exceptional circumstances, a student **or, if a physical or mental incapacity prevents the student from filing his or her own appeal, another individual** may petition for an exception to a University-wide academic policy. The petitioner must first contact the chair of the department or program involved. If the department Chair believes there may be exceptional circumstances, the petition shall be forwarded with a recommendation to the Dean of the College or School. If the Dean (or his/her designee) believes there may be exceptional circumstances, the petition shall be forwarded with a recommendation to the chair of the Faculty Senate Executive committee (FacEx). For purposes of this provision, lack of knowledge of the appropriate policy is not an exceptional circumstance. The decision of FacEx in regard to the petition request is final. "*

Student Name: \_\_\_\_\_ KUID: \_\_\_\_\_  
Print Name (7 -digit)

E-Mail: \_\_\_\_\_  Please notify me by E-mail when my petition results are available.

Course(s), Number(s) and Name(s)

\_\_\_\_\_

Fall  Spring  Summer  Year - 20\_\_

### To Student:

**Specify the particular university-wide academic policy from which an exception is sought.**

*(Complete University Senate (USRR) and Faculty Senate (FSRR) Rules and Regulations are at [www.ku.edu/~govern/](http://www.ku.edu/~govern/))*

\_\_\_\_ Withdrawal (USRR 2.2.5)      \_\_\_\_ Add (FSRR 5.4.1)      \_\_\_\_ CR/NC (USRR 2.2.8)  
*If requesting either Withdrawal or Add, a signed and approved copy of the Schedule Change Form must accompany this appeal.*

\_\_\_\_ Course Repeat (USRR 2.2.9)      \_\_\_\_ Academic Forgiveness (USRR 2.8)  
\_\_\_\_ Requirements for Graduation (USRR 3.1.1)      \_\_\_\_\_ Other

Describe the "exceptional circumstances" that may warrant an exception to the policy (*attach Documentation or a continuation page, as necessary. Text must be legible*):

Student's Signature: \_\_\_\_\_

Date \_\_\_\_\_

**To Department:** If the department chooses not to endorse this request, please inform the student. If the department endorses the request, ***please provide the department's recommendation and the reason for it***, and forward to the School/College's designated administrator. (*Attach documentation or a continuation page, as necessary*)

Departmental Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Email \_\_\_\_\_

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**To College or School:** If the School/College does not endorse the student's request, there is no basis for a request to FacEx. Please inform the department and student. If the School/College endorses the request, ***please provide the College/School's recommendation and the reason for it*** and forward this form and any documentation to the FacEx Review Committee, c/o University Governance, 33 Strong, phone 864-5169.

School Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Email \_\_\_\_\_

<b>Action by FacEx Review Committee:</b> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____
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