

Petition for Exception

Submit to: Undergraduate Programs Office
Suite 262, Rm 262B, 2nd Floor, Biological Sciences Building

Name		Student ID	
UMKC Email		Phone	

EXCEPTION REQUESTED

Concurrent Enrollment (<i>petition must be submitted prior to enrolling</i>)	
Semester/Year	
College/University	
Transfer Course Name & Number	
Course Substitution (<i>attach a copy of the course syllabus</i>)	
Semester/Year	
College/University	
Transfer Course Name & Number	
UMKC Course Equivalency	
Retroactive Addition	Admission to SBC
Overload (enrollment exceeding 17 cr hours)	Eligibility to Continue
Residency Waiver	Other -- please describe below

JUSTIFICATION AND DOCUMENTATION

Please describe the reasons you believe justify an exception (<i>attach supporting documentation</i>):

I consulted with _____ (Academic Advisor/Instructor) about this petition.

Student Signature _____ Date: _____

ACADEMIC STANDARDS COMMITTEE ACTION

Petition Approved as requested	Comments: _____
Petition Approved with conditions (see comments)	_____
Petition Denied	_____

Signature: _____ Date: _____

Academic Standards Committee

cc: Student, Records, Connect Note

8/13/2019

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PETITIONS FOR EXCEPTIONS TO RULES & REGULATIONS

When there are extenuating circumstances, a student may file a Petition for Exception to the SBC Academic Standards Committee for an exception to a rule or regulation that in some manner unduly restricts the student's pursuit of, or success in, his/her chosen degree program.

PROCESS FOR SUBMITTING A PETITION FOR EXCEPTION:

1. Complete the Petition for Exception form on the opposite side.
2. Attach supporting documentation that demonstrates or supports a compelling reason justifying the academic need for the exception requested.
3. Submit the completed petition and documentation to the Undergraduate Programs Office located in Suite 262, Room 262A, 2nd floor, Biological Sciences Building.

ADDITIONAL INFORMATION:

- Only students in the School of Biological and Chemical Sciences may use this form. Students in other academic units are directed to meet with an academic advisor in their academic unit.
- Incomplete or illegible petitions will not be considered by the committee
- Retroactive Addition petitions must include as an attachment an email from the professor indicating the course completed and grade earned in the course
- Admission to SBC applies only to new students who do not meet current admission requirements
- Overload petitions must include as an attachment an email of support from an academic advisor
- Eligibility to Continue petitions are only for current SBC students. If you are not a current student, contact the UMKC Admissions Office.
- UMKC Connect communications will be considered with all petitions
- All decisions made by the Academic Standards Committee are final. Petitions will only be considered once. Decisions will be communicated to the student and their assigned advisor via UMKC Email accounts.
- A copy of the petition and the Committee's subsequent decision will also be forwarded to the Records Office and placed in the student's permanent file.

In general students must demonstrate an academic need for a petition to be approved. Examples of academic need might include any of the following:

- Course is admission requirement for graduate or professional program but not offered at UMKC
- Course would contribute significantly to professional development
- Requiring course to be completed at UMKC would result in delay of graduation

The following examples would not justify approval of a Petition for Exception:

- Course is less expensive at another institution
- You don't like the professor
- You would prefer the option to take a course on-line and it is only offered in person at UMKC

Questions regarding Petitions for Exceptions should be directed to your Assigned Academic Advisor.