

# 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](mailto: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**