

## PETITIONING UNIVERSITY ACADEMIC POLICIES AND REGULATIONS

Approved March 1, 2007 Faculty Association

Approved with a deletion of lines 115-116 by Academic Affairs on March 30, 2007

Students seeking variances from University academic policies and regulations may petition select policies. Completing a petition **does not guarantee** that a particular policy will be waived, as petitions are considered exceptions and are evaluated on a case-by-case basis.

### **Policies and Regulations That May Not Be Petitioned**

The following items are considered variances from University academic policies, which may **not** be petitioned under any circumstances:

- (1) A student may **not** drop a course(s) after the drop/add deadline date. The student is fee liable and must withdraw.
- (2) A student may **not** request to withdraw from a course after grades are posted.
- (3) A student may **not** add a course(s) beyond 2 weeks after the end of the drop/add deadline.
- (4) A student may **not** receive a W after the withdrawal deadline. After the withdrawal deadline, a WP or WF will be assigned.
- (5) A student may **not** request to extend the three-week deadline to reinstate into classes from which the student has been removed due to non-payment of fees.
- (6) A student may **not** request to change from audit to credit or credit to audit after the drop/add deadline.
- (7) A student may **not** request to extend a grade change deadline beyond 90 days from the end of the term the grade was assigned.
- (8) A student may **not** request grade forgiveness or term forgiveness be removed or exchanged once applied.
- (9) A student may **not** request to apply a previous attempt of a repeated course toward graduation requirements. The student's last attempt of a course will be the one used to determine degree completion.
- (10) A student may **not** request that original and/or repeated grades be excluded from GPA calculations without using grade forgiveness.
- (11) A student may **not** request calculations for Latin Honors Distinction exclude forgiven attempts at courses. GPA calculations for Latin Honors are based on all credits earned at UNF.
- (12) A student may **not** request to receive a designation of Latin Honors for which the student does not meet the qualifications.
- (13) A student may **not** request release from suspension without approval from the appropriate academic officers. Reinstatement procedures vary by college.
- (14) A student may **not** request that academic probationary status be removed from an academic record for any given term in which the student was placed in that status.
- (15) A student may **not** petition grades and/or grade-related penalties. These are to be appealed under either the University's policy for *Appealing Academic Misconduct Decisions* or for *Appealing Academic Grades Unrelated to Academic Misconduct*.

### **Petitioning for Extension of University Deadlines**

Students may petition to extend three types of University deadlines:

- (1) The deadline for the application for graduation,
- (2) The deadline for course enrollment within two weeks after the drop/add deadline, and
- (3) The deadline for course withdrawal.

The following procedures have been developed for students to petition to extend these deadlines:

### **Petition to Extend the Deadline to Apply for Graduation**

A student may petition to extend the deadline to submit an application for graduation. Late applicants will **not** have their names printed in the commencement program and may **not** receive commencement ceremony tickets for guests. The following procedures must be followed:

- (1) The student must complete an *Application for Graduation* form.
- (2) The student must obtain approval signatures from his or her Academic Advisor and the appropriate College Dean.
- (3) The student must submit the completed form with the appropriate signatures to One Stop Student Services for processing.

### **Petition to Extend the Course Enrollment Deadline**

A student may petition to extend the deadline to add a course up to two weeks after the drop/add deadline. The student will be charged a late registration fee and a late payment fee. The following procedures must be followed:

- (1) The student must complete a *Request for Late Registration* form and state the reason(s) he or she is requesting to add the course late.
- (2) The student must obtain the signature and approval of his or her Academic Advisor.
- (3) The student must obtain the signature and approval of the faculty member whose course the student is requesting to add.
- (4) The student must obtain the signature and approval of the Chairperson of the Department in which the course is taught.
- (5) The student must submit the completed form to One Stop Student Services, who will process the registration. The student must pay the tuition and late fees at the Cashier's Office on the same day.

### **Petition to Extend the Deadline to Withdraw**

A student may petition to extend the deadline to withdraw from a course through the end of the semester in which the course was taken **only when extenuating circumstances clearly prevented all conceivable means of complying with the established deadline**. Students are not permitted to petition to withdraw from a course, if they have committed a violation of the University's *Academic Integrity Policy* in that course, regardless of when they have been informed of the violation. Having a passing grade in a class at the time of petition **does not** guarantee the right to withdraw after the deadline. The following procedures must be followed:

- (1) The student must complete a *Request to Extend the Withdrawal Deadline* form, attach adequate documentation, and present the completed form to the respective faculty member.
- (2) The faculty member will evaluate and assign a Withdraw-Pass (WP) grade, if the student was making satisfactory progress, or Withdraw-Fail (WF), if the student was not making satisfactory progress at the time the petition is presented. The interpretation of satisfactory progress is left to the discretion of the faculty member. The faculty member may recommend an action or write an explanation of the applicable circumstances but does not have approval/disapproval authority.
- (3) The student must obtain the signature of his or her Academic Advisor, the Chairperson of the Department in which the course is taught, and the Dean of the college in which the course is taught. The College Dean has final authority. No further petitions and/or appeals are permitted.
- (4) The student must submit the completed form to One Stop Student Services for processing.

### **Petitioning to Waive University Policies**

A student may petition the following University Policies:

### **Petition to be Reinstated into Courses**

Students who have been administratively purged because of non-payment of fees may, through the third week of classes, petition to be reinstated into all courses for which they originally registered. A student cannot be reinstated into any closed course section without the approval of the Chairperson of the Department in which the course is taught. A student may not request to extend the three-week deadline. The following procedures must be followed:

- (1) The student must complete a *Request for Reinstatement* form.
- (2) The student must submit the completed form to One Stop Student Services, prior to the end of the third week of classes.
- (3) One Stop Student Services will inform the student of any closed classes. If a room is filled to room capacity, the student cannot be reinstated into that class, without permission from the Chairperson.
- (4) One Stop Services will inform the student when the registration has been processed.
- (5) The student must pay his or her fees, a reinstatement fee, and a late payment fee at the Cashier's Office on the same day.

### **Petition to Change from One Course to Another Related Course**

A student may petition to change from one course to another related course within two weeks after the drop/add deadline, if and only if, both faculty members recommend the change. Two types of changes are permitted;

- (1) A change between sections of the same course, and
- (2) A change to a related course that will provide the student with the necessary preparation for the currently enrolled course.

The following procedures must be followed:

- (1) The student must complete a *Request for Course Transfer* form and attach sufficient documentation of the circumstances.
- (2) The student must obtain the signature and approval of his or her Academic Advisor.
- (3) The student must obtain the signature and recommendation of both faculty members whose courses the student is requesting to change.
- (4) The student must obtain the signature and approval of the Chairperson of the Department in which the courses are taught.
- (5) The student must submit the completed form to One Stop Student Services within two weeks after the drop/add deadline.
- (6) One Stop Student Services will process the form and inform the student.