



STUDENT ADMINISTRATIVE SERVICES

Petition for an Exception to Policy or Medical/ Family Emergency Withdrawal

This form must be completed in full.

Form fields for Last Name, First Name, Phone, and Student ID #

Last Name

First Name

Phone

Student ID #

Form fields for Degree Program, Total semesters completed, and Last Date of Attendance

Degree Program

Total semesters completed

Last Date of Attendance (if dropping a class)

Form fields for Advisor Name, Course(s) affected, and Semester Affected

Advisor Name

Course(s) affected

Semester Affected

Large empty box for additional information

What action are you requesting?

Documentation attached checkboxes: Advisor*, Student Letter*, Department Letter, Heath Care Professional Form**, Faculty/Instructor Letter, Dean's Letter, Other

I have an accommodation plan completed with Naropa's Disability Services Coordinator

Yes No

Documentation attached

*required documentation for ALL petitions. See reverse.

** required documentation for medical/family emergency. Form available through advisor.

Student: I understand that my exception is not approved until I receive official written notification from the Office of Student Administrative Services (SAS). No other communication may serve as official documentation of approval or denial although SAS may call me as a courtesy. I have read and understand the policies as stated on the reverse of this document. I certify that the information I have attached is correct, complete and truthful to the best of my knowledge

Student Signature _____ Date _____

Advisor: I certify that the information attached is correct, complete and truthful to the best of my knowledge. A letter stating my support or lack of support is attached.

Advisor Signature _____ Date: _____

Instructions for Petitioning for an Exception to Policy or Medical/Family Emergency

Fill out all of the forms completely and follow directions – failure to do so will result in a denied request.

Exceptions to Policy can only be considered for issues that are less than one year old.

Keep student statements short and simple. Keep it at one page or under. Include the following components:

- Who is requesting the exception
- Who else is involved (Instructor? Dept chair? Get documentation.)

- Who is providing documentation?
- What happened? / What are the exceptional circumstances?
- What class(es) does this involve? Give crs #.
- What has been tried so far? Document.
- When did the events happen?
- When/Why did you stop attending class?
- Why are you asking for an exception?

Issues that the Exception process will not address

- **Grade appeals** go to Academic Affairs, not through the exception committee. See the catalog for details.
- Don't include **financial pleas** unless that is part of the emergency. See Financial Aid for financial concerns.
- If you feel that something is **incorrect in your records**, you must go through the “contesting a record” process. See your advisor for details.
- If you are **dissatisfied with a class**, please see the policy & procedure in the student handbook. Speak to the dept & instructor right away. A disputes, disagreements and dissatisfaction are not resolved through this process.

Documentation & Who to Involve

- **When it is a medical issue**, a health care professional must be involved and provide documentation.
- **When a student is asking for an extension on an incomplete**, they must provide medical documentation. Also, it is helpful if you can state why your situation will change to allow you to complete your work.
- **Exceptions are generally not considered for the following topics when they are not accompanied by an emergency:** Student lack of planning (financial, academic or otherwise), dissatisfaction with a class or an inability to successfully complete the class (this is to be determined by the student in the drop/add period), student failure to adhere to deadlines.

Financial Aid

If you receive financial aid, please be aware that changes to your schedule or number of credits you are taking may have an effect on your financial aid. Please contact the Financial Aid office with questions *before* applying for an exception.

Special information for Medical Emergencies/Conditions

A provision is made in Naropa Policy for withdrawal due to Medical and Family emergencies. With proper documentation, you will be withdrawn from the courses you specify and receive a pro-rated refund based on your last date of attendance. If you are requesting withdrawal from some, but not all of your courses due to medical condition, you and your health care provider *must* provide an explanation as to why you should withdraw from those particular courses.

Revised February 17, 2009