Guidelines for a Petition for Exception to Academic Policy

This guidance is for undergraduate GW Engineering students who are submitting a petition for exception to stated academic policies form. The petition is a request for an action to be taken that goes against what is stated in the GW Engineering regulations or university procedures/deadlines. Final approval of your petition is at the discretion Associate Dean, but the form requires review by your faculty advisor before continuing through the process. Please follow the steps below to have your petition reviewed.

STEP ONE:
Complete *all* student information at the top of the petition: name, GWID, etc.

STEP 2:
For the exception/action request section, please be sure that the statement references the policy as this helps provide context to the nature of the petition.

Good Example: "Request to take 15 credits due to being on probation,"

STEP 3:
For the explanation section, please use the space provide to explain your reasoning if the information need can be communicated in 5 sentences or less. However, many requests may require a longer explanation, so we encourage students to include a separate document to more clearly explaining the rationale. Be sure to also include any supporting documentation (relevant email correspondence, course syllabus, medical support documentation, etc.) as a PDF as a single packet.

Students should be as detailed as possible about the situation to ensure the faculty advisor and the Associate Dean understand the nature of the request for a special exception to the regulations or procedures. Students should include any relevant information as to:

1) Why the petition is being submitted
2) What exactly is being requested and why
3) Why an exception should be made
4) What specific steps that will be taken if the petition is approved and/or how the exception will be beneficial

Important Note: Lack of detail and/or explanation about why the petition is being submitted, could result in the petition being returned for more information, before going to the Associate Dean, or a denial of the request. All information pertaining to the appeal needs to be clearly organized with this form. Prior emails, communication, or documents intended to support the appeal will not automatically be submitted with the appeal form and need to be provided by the student.

STEP 4:
Students should sign and date the petition at the bottom of the form, then send to the faculty advisor for review. The faculty advisor must sign the form, add their last names, and the date of review.

Once the faculty advisor signs the form, approving or not, students should email the form, and the detailed explanation (with supporting documentation as appropriate) to GW Engineering Undergraduate Studies and Student Success seasadvising@gwu.edu). It will then be sent to the Associate Dean for review.

STEP 5:
After the Associate Dean reviews the petition and makes a decision, a staff member from GW Engineering Undergraduate Studies and Student Success will email the student with details of the final decision and any applicable conditions or next steps. Please note, it can take several days for a petition to be reviewed.

Petition for Exception to Stated Academic Policies Form

Student Information			
Last Name		First Name	
GWID		GW Email	@gwmail.gwu.edu
SEAS Major		Degree	☐ B.A. ☐ B.S.
Department		Semester	

Instructions:
1. Complete all requests for information on this form
2. Attach all supporting documentation (e.g. relevant email correspondence, course syllabus. medical documentation)
3. If necessary, attach completed University and/or SEAS form(s) needed for the requested action (e.g. RTF, H/SS form)
4. Have your Faculty Advisor review your petition and complete the Faculty Advisor Section below
5. Submit this completed form to the Undergraduate Student Services and Advising office for Associate Dean's review

Exception / Action Requested

Reason Code ☐ Administrative Reasons ☐ Personal Reasons

Explanation *(If additional space is needed, attach typed sheet):*

Required Signatures					
Student Signature				Date	
Faculty Advisor Decision	☐ Approve ☐ Disapprove				
Faculty Advisor Signature		Last Name		Date	
Submit to Undergraduate Student Services and Advising Office for Associate Dean's Review					
Associate Dean Decision	☐ Approve ☐ Disapprove				
Associate Dean Signature		Last Name		Date	

For Advising Office Use Only

Submit forms to:
SEAS Undergraduate Student Services and Advising
Science & Engineering Hall, Suite 2500
seasadvising@gwu.edu