

Undergraduate Petition to Academic Standards & Policies (AS&P) Committee

Instructions Page

Students should complete this form for requests of exceptions to policies and/or deadlines. College policies are outlined in the College catalog (www.hood.edu/catalog) and deadlines are listed in the Academic Calendar on the registrar’s website (www.hood.edu/registrar).

Students are encouraged to submit requests early to ensure decisions are rendered in a timely manner. Decisions on petitions submitted in the summer may be delayed until the committee reconvenes in the Fall semester. Students and/or faculty must provide supplemental documentation for review, including explanations. This completed form and additional documentation should be emailed together to registrar@hood.edu or hand-delivered to the office. The AS&P committee will not review requests without the required signatures and/or documentation.

Please provide a typed, detailed explanation of your request, plus any documentation required as noted below based on your request type:

REQUEST TYPE	DOCUMENTATION/SPECIFIC RATIONALE NEEDED
Core requirement exception	<ol style="list-style-type: none"> 1. If applicable, accessibility services for accommodation documentation 2. If applicable, departmental rationale for request
Grade Appeal	<ol style="list-style-type: none"> 1. Summary and/or documented decision notifications from instructor and chair 2. Course syllabus 3. Identify which of the three legitimate appeal reasons (per catalog policy) applies: <ol style="list-style-type: none"> a) Miscalculation of a grade b) Assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the same course c) Assignment of a grade on some basis other than performance in the course
Schedule Overlap over 15 minutes	<ol style="list-style-type: none"> 1. Approvals/Support from both instructors 2. Why the student needs two courses within that semester (no other options) 3. Course meeting details
Course w/d after deadline (requests will not be reviewed after the semester is over)	<ol style="list-style-type: none"> 1. Documentation of illness or family emergency 2. Why the student did not withdraw by the deadline
INC after deadline (requests will not be reviewed after the semester is over)	<ol style="list-style-type: none"> 1. Documentation of extenuating circumstance (serious illness or emergency) 2. Why the student did not submit the completed INC form by deadline
Credit overload for term	<ol style="list-style-type: none"> 1. Explanation how the student will manage the extra workload 2. Acknowledgement of additional tuition charges, if over the 18.5 limit 3. Advisor support
Repeat course exception	<ol style="list-style-type: none"> 1. Explanation of plans to improve performance 2. Indicate if there are no other alternatives 3. Advisor comments and decision (support or not)
Transfer w/in last 30 credits	<ol style="list-style-type: none"> 1. Why the student cannot take the coursework at Hood 2. Advisor support 3. If applicable, Chair support 4. Transfer Course Permission Form
Other	<ol style="list-style-type: none"> 1. Rationale 2. Advisor comments/support or not 3. If applicable, Chair support

AS&P Petition

Name: _____

Student ID#: _____

Expected Grad Date: _____

Student Email: _____

Advisor Name: _____

Major(s): _____

Reason for petition (choose one)

Core Requirement Exception

Course Number _____

Course Withdrawal after Deadline

Course Number _____

Credit Overload for Term (Fall/Spring)

Grade Appeal

Course Number _____

Choose the appeal reason:

Miscalculation of a grade

Assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the same course

Assignment of a grade on some basis other than performance in the course

Incomplete (INC) Grade Request after Deadline

Course Number _____

Repeat Course Exception

Course Number _____

Schedule Overlap Conflict (beyond 15 minutes)

Course Numbers _____

Transfer Credit within Last 30 Credits

Other (Please Explain)

****Include any additional required documentation for the request as outlined in the instructions on page one.**

FACULTY SECTION: Please provide written explanations/comments on a supplemental Word document or email.

Advisor (required for all requests):

Signature: _____

Date: _____

Support

Do Not Support

Dept. Chair Signature – Required for the following: Grade appeals, Substitutions/allowances for programs of study, repeat course

Signature: _____

Date: _____

Support

Do Not Support

Instructor Signature – Required for the following: Grade appeals, INC or W/D after deadlines, schedule overlap conflict (signatures of both instructors required). **Instructor(s) Name(s):** _____

Signature 1: _____

Date: _____

Signature 2: _____

Date: _____

Support

Do Not Support

Approval is predicated on the situation outlined in this petition. Should the circumstances that warranted this decision change, the approval is nullified.

AS&P ACTION: Decision & explanation will be provided in an email to the student and appropriate faculty.

Approved

Not Approved

Registrar Signature: _____

Date: _____