

FacEx Exception to University-Wide Academic Policy Petition Form

University Senate Rules and Regulations

Article II. Section 9. Exceptions to University Wide Academic Policies:

Under exceptional circumstances, a student or, if a physical or mental incapacity prevents the student from filing his or her own appeal, another individual on the student's behalf, may petition for an exception to a University-wide academic policy. The petitioner must follow the procedures on the FacEx, Exception to University-Wide Academic Policy Form (link). If the instructor (instructor's approval required when adding, changing hours, changing sections or levels) and the department Chair believe exceptional circumstances exist, the petition shall be forwarded with a recommendation to the Dean of the College or School. If the Dean (or his/her designee) believes exceptional circumstances exist, the petition shall be forwarded with a recommendation to the chair of the Faculty Senate Executive Committee (FacEx). FacEx determines the specific content of the form according to this subsection. For purposes of this subsection, lack of knowledge of the appropriate policy is not an exceptional circumstance. FacEx's decision regarding the petition request is final.

Student completes Sections A, B, C, and D. Instructor (when required) and Chair complete section E. Dean (or their designee) completes Section F. Past precedent does not guarantee approval of future petitions. Please complete form legibly and in pen.

Section A.

Student Name: _____ KUID: _____
Print Name (7 -digit)

e-mail: _____ Please e-mail me when a decision has been made.

Section B. Specify the action requested. The request must identify the "exceptional circumstances" that may warrant an exception to a university-wide academic policy. After completing section B you must obtain the appropriate approvals as indicated.

____ Withdrawal (USRR 2.2.6) after the published deadline: Requires approval from the chair of the department, the school in which the student is enrolled and a schedule change form (withdraw form if withdrawing from all classes). **After the 2nd drop deadline: Undergraduate students use form at <https://registrar.ku.edu/dropping-and-withdrawing>.**

____ Add (FSRR 5.4.1) after the published deadline: Adding a course, change of hours and change of sections: Requires approval from the instructor of the course, the chair, the school in which the student is enrolled, and a schedule change form.

____ CR/NC (USRR 2.2.8): Requires approval from the chair of the department and the school in which the student is enrolled, and a schedule change form.

____ Course Repeat (USRR 2.2.9): Requires approval from the chair of the department and the school in which the student is enrolled.

____ Academic Forgiveness (USRR 2.9.1): Requires approval from the Dean of the school in which the student is enrolled.

____ Requirements for Graduation (USRR 3.1.1): Requires letter of explanation and approval from the school in which the student is enrolled.

____ Other _____

Section C:

Semester: Fall _____ Spring _____ Summer _____ Year: 20 _____

Class Number (5-digit #) and Course Code (3-letter code and 3-digit #): _____

Section D:

Describe the "exceptional circumstances" that may warrant an exception to the policy (*attach documentation or a continuation page, as necessary.*) **Text must be legible:**

I accept all responsibility for these actions:

Student's Signature: _____

Date _____.

Section E: Instructor (when required) and Chair of the department in which the course is taken: If the petitioner is asking to add a class, change hours, sections or levels, the instructor of the class must endorse before forwarding to the chair of the department. If the chair and the instructor (when required) choose not to endorse this request, please inform the student. If the department and the instructor (when required) endorse the request, please provide the recommendation and the reason for it, and forward to the school/college's designated administrator. (Attach documentation or a continuation page, as necessary)

Instructors Signature (required if adding a class, changing hours, sections and levels):

I certify that I have discussed expectations for this course with the student and arranged a plan for the student to complete missed and remaining requirements for the course.

Instructor: _____ Email: _____ Phone: _____
Date: _____

Chair: _____ Email: _____
Phone _____ Date: _____

Section F: College or School: If the school/college does not endorse the student's request, there is no basis for a request to FacEx. Please inform the department and student. If the school/college endorses the request, please provide the recommendation and the reason for it and forward this form to the FacEx Review Committee, c/o University Governance, 33 Strong, govern@ku.edu, 864-5169. (Attach documentation or a continuation page, as necessary)

Dean Signature (the school the student is enrolled in, or their designee) _____

Title _____ Phone: _____ Date _____

Email _____

Action by FacEx Review Committee: Approved: _____ Denied: _____ Date _____
Form Revised April 2024.