



## 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](http://www.hood.edu/catalog)) and deadlines are listed in the Academic Calendar on the registrar's website ([www.hood.edu/registrar](http://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](mailto:registrar@hood.edu) or hand-delivered to the office. The AS&P committee will not review requests without the required signatures and/or documentation.

**ALL PETITIONS MUST INCLUDE a typed, detailed explanation of your request, plus any documentation required as noted below:**

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

# 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: \_\_\_\_\_