

Academic Petition Policy

Information obtained from pages 60 of UGC and Academic Standing Committee minutes

Intent: the academic petition policy provides a means for students to request an exception to current academic policy or an exception to a curricular requirement.

Policy:

1. The student must submit a completed academic petition form, a letter of request, and any additional required documentation, to the Academic Standing Committee.
2. Incomplete petitions will not be considered by the committee.
3. Results of the petition are communicated to the student and academic advisor and any other pertinent parties
4. In some cases, the Registrar is empowered by the Academic Standing Committee to make decisions for the following areas:
 - a. Directed Study/Independent Study
 - i. Student is not a freshman and is in good academic standing.
 - ii. Student is a Physics, Engineering, or Mathematics major and the course is not offered regularly.
 - iii. Course is required for the student to meet graduation requirements and the course is not being offered.
 - iv. An advising error has required the student to take a course out of sequence in order to stay on track to graduate
 - v. The student's advisor has approved the petition.
 - vi. A professor has agreed to the directed study/independent study, indicated by their signature on the petition form
 - vii. A syllabus is attached to the petition.
 - viii. For Independent Studies, the student has a GPA of 3.0 or higher
 - b. Overload Petitions
 - i. The student is petitioning for a 2.0 credit or less overload and the student's cumulative GPA is a 3.0 or higher.
 - ii. The student is a music major and is petitioning for a 1.0 credit overload due to Gospel Choir or A Cappella.
 - iii. The student is not a freshman in developmental courses.
 - c. Add/Drop/Withdrawal after Deadline
 - i. Personal emergency prevented student from meeting deadline.
 - ii. Professor unavailable/advisor unavailable to sign form.
 - iii. Course is Gospel Choir, A Cappella, music lesson and it is signed by professor
 - iv. PE activity class that has not yet started.
 - v. Proof student was not notified they were enrolled in the class from the waitlist.
 - vi. For Withdrawals: Student provides medical documentation to withdraw after the deadline and was previously in good standing in the course.
 - d. Language Requirement
 - i. Evidence the student grew up in a foreign, non-English speaking country.

- ii. Test evidence from the Boston Language Institute to prove proficiency in a foreign language (Student may take a proof of competency test in the identified language at the student's expense)
- iii. If student was required to take a TOEFL exam for admission into ENC.
- e. Final exam changes in the event of a death in the student's family or of a close friend.

Procedure:

1. Petition forms are available from the Registrar's Office or from the college website (<http://www1.enc.edu/subpage.aspx?id=6961>)
2. Completed forms must be submitted to the Registrar's Office.
3. Petition results are communicated to the student within 1 to 2 weeks.

History:

1. Formatted 11.01.11
2. Approved by APC and OFFICIAL on 1-12-2012