

Academic Petition Policy

I. PURPOSE

The purpose of the Academic Petition Policy is to establish a consistent procedure by which students may petition the associate provost for undergraduate studies to use any of the following procedures past the established deadline for doing so:

- Add a class;
- Drop a class;
- Audit a class;
- Withdraw from a class;
- Change a class to Pass/No Pass;
- Request an Incomplete grade for a class;
- Academic petition pursuant to this policy.

The policy recognizes that there may be extenuating circumstances that may cause a student to miss a deadline to use one of these procedures.

II. GROUNDS FOR PETITION

A student may petition a decision of the associate provost for undergraduate studies to use one of the above procedures after the deadline, on any of the following grounds:

1. Death or serious illness of an immediate family member;
2. Medical emergency for self or dependent;
3. Student is receiving Title IX and/or disability accommodations;
4. Unforeseen military orders;
5. Other extenuating circumstances beyond the student's control.

Note: A student's work schedule does not constitute an extenuating circumstance.

The burden of demonstrating that there are grounds for a petition rests with the student. The deadline for any such petition is the last day of classes of the semester in which the procedure would be applied. It is the student's responsibility to submit the paperwork in order that this deadline is met. Failure to meet this deadline is grounds for denial of the petition.

III. PROCEDURE FOR PETITION

Students who wish to petition after the deadline of one of the above procedures should first read the complete [petition policy](#). Then, students should contact their advisor to discuss their request. Advisor support is **required** for all petitions. The student's advisor shall submit the petition request on the student's behalf after reviewing the student's DegreeWorks by clicking [here](#) or using the link in myGoucher.

In all petitions, the decision of the associate provost for undergraduate studies is final. Appeals of the decision of the associate provost's decision may be considered by the provost only on the grounds that the procedure described in this policy was not followed or that substantive new information that was not reasonably available at the time of the petition has since become available and may change the outcome of the final decision.

IV. RESPONSIBLE OFFICIAL

The official responsible for administering this policy is the [Associate Provost for Undergraduate Studies](#).

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V. HISTORY

Last Updated: June 1, 2021