

Request for Exception Form

- A student must officially drop/withdraw the course(s) before a petition for policy will be considered.
- Grade assignments and other academic issues can be included in this petition process.
- Petitions submitted more than one (1) year from date of registration will not be considered.
- Please allow a minimum of 6-8 weeks for processing your petition.

Type of Request: (Please check all that apply)	Deadline/Policy	Course Refund <i>(Must drop/withdraw prior to request)</i>	Late Fees
Name: _____ Last First M		UA Student ID: _____	
Mailing Address: _____		Phone: _____	
City: _____ State _____ Zip Code _____		Email: _____	
Course(s) involved: ex: MATH A105 _____		Semester/Year involved: _____	

A separate, formal (typed or handwritten) statement explaining your request is required for petition to be considered. Any document submitted will become part of your permanent academic record and will not be returned. Failure to provide relevant information will result in a delay of the petition process.

By signing below I: 1) Certify that the information contained in or included with this request is true and accurate; and 2) authorize anyone contacted by Mat-Su College in connection with this request to discuss my application and to release relevant documentation in their possession to Mat-Su College.

Student Signature: _____ Date: _____

Academic/Financial Advisor Signature(recommended) : _____ Date: _____

Advisor Comments: _____

The table below is intended to provide a description and minimum documentation of reasons that may support a request. Exceptions are not automatic and will be granted on a case by case basis.

Reason for Request	Minimum Supporting Documentation Required
Crisis situation	Letter on letterhead from legal, medical, or other relevant professional. Police report, court order, airline ticket, or other relevant documents.
Death of <i>immediate family member*</i>	Dated copy of death certificate, published obituary, or memorial folder. (If student's last name differs, documentation required that established immediate family relationship to the deceased.)
Financial difficulties	Documentation of a university error directly causing the financial problem. Please note: Financial exceptions are rarely approved, unless there are special circumstances; students are responsible for managing their personal finances.
Instructional difficulties	Supporting information and recommendation by department chair or dean.
Job conflict	Employer's letter on letterhead confirming date and necessity of job changes. Please note: Voluntary work schedule changes or commitments made by the student are rarely approved unless exceptional circumstances can be documented. Students are responsible for management of personal scheduling that may impact their educational commitments.
Medical condition (<i>student or immediate family member* only</i>)	Doctor's letter on letterhead verifying dates of treatment, and nature of condition as pertains to normal school activities.
Military duty	Copy of official order to report for training or active duty.
Registration problems/ Advising error	Relevant supporting documentation, ie: email or other correspondence with university personnel about registration difficulties or written statement from academic advisor.
Other reason	Written documentation from relevant officials or entities on company letterhead or similar.

* *Immediate family is defined as: father, mother, brother, sister, husband, wife, domestic partner, son or daughter.*

Request for Exception
 *** Instructions and Overview ***

Petitions can be submitted to:	OR	
Student Services		Administrative Services/Campus Cache
FSM 101		JKB 109
PO Box 2889		PO Box 2889
Palmer AK 99645		Palmer AK 99645
Fax: 907-745-9747		Fax: 907-745-9711
Ph: 907-745-9746		Ph: 907-745-9739 x1

Students are required to provide supporting documentation with this request to substantiate the reasons for being unable to meet the published deadlines or adhere to current policies. Requests without documentation may be returned and not considered.

1. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
2. The deadline to submit a Request for Exception is no later than one academic year following the semester in which the course was offered. (Note: Requests that are not received within this time frame will NOT be considered.)
3. Decisions will be made solely on supporting documentation provided. **In all cases a personal statement from the student is required summarizing the situation and explaining the need for an exception.**
4. A request will only be approved if the requestor can demonstrate unanticipated and unavoidable circumstances beyond the student’s control that arose or came to light after the published deadlines. Work-related issues, financial hardship, and failure to read the University’s documents generally do not present justifiable reasons to support an exception request.
5. Appeals of an adverse decision must be in writing, provide additional documentation not presented in original request and be received within 10 (ten) working days of the day the decision is mailed or otherwise distributed to the student. Appeals may be delivered in person, or mailed to:

Mat-Su College Director
 JKB 101
 PO Box 2889 Palmer AK 99645

Committee Use Only

Policy	Approved	Denied	Code to be used:	WX	WP	RX
Refund	Approved	Denied	Amount to be refunded \$	_____		
Comments: _____						
Committee Chair Signature: _____				Date: _____		

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