



Student Services/Administrative Services
 8295 E College Dr • Palmer AK 99645
 Phone: (907) 745-9739 • Fax: (907) 745-9711

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: _____ Deadline/Policy _____
 (Please check all that apply)

Course Refund _____ Late Fee _____
 (Must drop/withdraw prior to request)

Name: _____
 Last First MI

UA Student ID: _____

Mailing Address: _____

Phone: _____

City: _____ State: _____ Zip: _____

Email: _____

Semester/Year Involved: _____

Course(s) involved: ex: MATH A105

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: 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 relevant documents.
Death of immediate family member*	Dated copy of death certificate, published obituary, or memorial folder. If student's last name differs, documentation required that establishes immediate family relationship to the deceased.
Financial Difficulties	Documentation of a University error directly causing the financial problem. Please note: Financial exception are rarely approved, unless there are special circumstances; student 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 (student or immediate family member* only)	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 of 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 of 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:
uaa_msc_petitions@alaska.edu

Students Services	OR	Administrative Services/Campus Cache
FSM 101		JKB 109
8295 E College Dr		8295 E College Dr
Palmer AK 99645		Palmer AK 99645
Fax: 907-745-9747		Fax: 907-745-9711
Phone: 907-745-9746		Phone: 907-745-9739 x1

Students are required to provide supporting documentation with this request to substantiate the reasons for being unable to meet published deadline 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 year from the date of registration of the semester in which the course was offered. Requests that are not received within this period will NOT be considered.
3. Decisions will be made using supporting documentation provided. **In all cases, a personal statement from the student is REQUIRED.** This statement should summarize the situation and explain 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 became known 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 present in original request and be received within ten (10) 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, 8295 E College Dr, 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: _____		