

MARYLHURST UNIVERSITY
 OFFICE OF THE REGISTRAR
 17600 Pacific Highway (Hwy. 43)
 P.O. Box 261 • Marylhurst, OR 97036-0261
 503.699.6267 • 1.800.634.9982, ext. 6267
 FAX: 503.697.5596
 Email: registrar@marylhurst.edu



PETITION FOR EXCEPTION TO UNIVERSITY POLICY/REGULATION

STUDENT INFORMATION

Name _____ ID# _____
 Address _____ Day Phone _____
 (Street Address)
 _____ Email _____
 (City) (State) (Zip Code)
 Major _____

- Consult with your academic advisor prior to filling out the petition form. Alternatives to petitioning may be available.
- All information required. Incomplete forms will be returned without action.
- Submit the completed form and any supporting documentation to the Office of the Registrar, or mail to Registrar, P.O. Box 261, Marylhurst, OR 97036-0261; or fax to 503.697.5596. Emailed requests will not be considered.
- Petitioners will be mailed the decision of the University Petitions Committee within 30 days of the committee meeting.

EXCEPTION REQUESTED

Late Drop (\$12 late fee) Change of Grade Option Other: _____
 Late Add (\$12 late fee) Extension of Incomplete
 Year _____ Term _____ Course Code (e.g.,: SMP 123) _____ Title _____
 Instructor _____ No. of Credits _____ Grading Option (circle one): A-F P/NP AU CEU NC

REASON FOR PETITION

Provide a clear and concise explanation of the petition request. Attach any supporting documentation (e.g., notes from instructors/advisors, medical reports, verifying letters). Doctor's verification is required for all medical exceptions. All explanations and documentation will be kept confidential.

Signature _____ Date _____

REQUIRED SIGNATURES

By signing below, I verify that I am aware of this petition. I understand that I can provide input by emailing comments to the University Registrar at svalatka@marylhurst.edu and that my signature does not endorse any given action.

Instructor signature is required for changes to a grade, grading option, incomplete, or enrollment status. Department Chair signature is required for all petitions.

Instructor Signature _____ Date _____

Department Chair Signature _____ Date _____

COMMITTEE ACTION

Petition Approved Petition Denied No Action Waive Late Fee

Comments: _____

Registrar Signature _____ Date _____

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UNIVERSITY PETITION PROCESS

(Procedure for Requesting an Exception to University Policy/Regulation)

RIGHT OF APPEAL

Students at Marylhurst University are expected to be familiar with and to conform to University academic policies and regulations.

However, students have the right to petition these policies or regulations and may formally petition for exception to them if they believe there are unusual circumstances or hardships beyond their control.

The University Petitions Committee will waive a policy or regulation when convinced that a true hardship will exist if it does not take a positive action.

The University Petitions Committee meets once a month.

PETITION PROCEDURE

- **Consult with your academic advisor** prior to filling out the petition form. Alternatives to petitioning may be available.
- **Complete the form** giving a clear and concise explanation of the petition request. (A separate form is required for each request.)
- **Obtain the required signatures.**
- **Attach all pertinent information in support** of the petition (e.g., notes from instructors/advisors, medical reports, verifying letters). Doctor's verification is required for all medical exceptions.
- **Submit the completed form and attachments** to the University Registrar in the B P. John Administration Building; or mail to University Registrar, P.O. Box 261, Marylhurst, OR 97036-0261; or fax to 503.697.5596. Emailed requests will not be considered.

Petitions submitted without all required information and signatures will be returned without action.

Petitioners will be mailed the decision of the University Petitions Committee within 30 days of the committee meeting.