



# Petition for Exception to University Policy Guidelines and Instructions

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Marylhurst University, Office of the Registrar | 503.699.6267 | 800.634.9982. ext 6267

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## 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 for exception to these policies and regulations if they experience unusual circumstances or hardships beyond their control. The Petition Committee will waive a policy or regulation when convinced of sufficient and compelling reason to warrant an exception. Petitions must be filed within one year of the academic term for which an exception is requested.

The Petition Committee does not arbitrate issues related to the class experience, such as course content, course delivery, or instructor-student interactions. Students with requests based on specific concerns about an instructor or class should follow the Student Grievance Policy outlined in the Student Handbook.

## Timeline

The Petition Committee meets twice a month on the first and third Wednesdays. Your petition must be received at least one week prior to the meeting during which it will be reviewed. Petition results are mailed within 30 days after the meeting.

## Notification of Petition Results

Petition results are sent by US mail to your address on file as soon as they are available. You can view or change your address on file by logging into *My Marylhurst* at [my.marylhurst.edu/](http://my.marylhurst.edu/). To ensure your confidentiality, we cannot provide any information about your petition results by phone.

## Financial Consequences of Petitioning

Students receiving financial aid should consult the Financial Aid Office before submitting a petition. Petition results may impact current or future financial aid eligibility and may obligate you to return funds already received.

You are responsible for timely payment of your student account balance. If you choose to not pay your account while awaiting petition results, late fees in the amount of \$50 per month will be assessed. Submitting a petition does not guarantee removal of charges or late fees. Requests to add a class, add credit or change credit type, if granted, may result in additional tuition charges.

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## Instructions

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- Step 1:** Consult with your academic advisor to determine if petitioning is the best course of action. Alternatives to petitioning may be available, or your advisor can assist you with the petition process. If you are registered with the Office of Disability Services for a disability relevant to this petition, please consult with the Coordinator of that office as well.
- Step 2:** Complete and sign the petition form. All information must be completed before the form is submitted to the Office of the Registrar. Forms missing information or your signature will be returned without action.
- Step 3:** Provide a concise explanation of the extenuating circumstances that prevented you from conforming to University policies. Most petitions will also require some form of supporting documentation. (See *Required Supporting Materials* checklist.) Petitions without appropriate explanation and documentation will be returned without action.
- Step 4:** Submit the form to the Office of the Registrar  
**In person:** BP John Administration Building  
**By fax:** 503.697.5596  
**By mail:** University Registrar, P.O. Box 261, Marylhurst, OR 97036-0261

The Office of the Registrar will send copies of your completed petition form to your advisor and to any relevant instructors or department chairs to solicit feedback.

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## Required Supporting Materials

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*All of the materials listed below are **REQUIRED** for consideration of your petition. You may also attach any other relevant documents, letters, or emails. Copies of documents are acceptable.*

*If you have questions about whether your documentation is acceptable, please contact the Office of the Registrar before submitting your petition.*

### **For late drop or late withdrawal or cancellation of tuition**

- Explanation of why course was not dropped or withdrawn before the deadline.
- Documentation providing any one of the following:
  - Medical verification: letter or other written verification from a doctor, clinic, or hospital (must be on letterhead or official stationery and include a date, description of the medical condition, and signature); or dated medical report
  - Verification of death: obituary, funeral program, or other documentation of death and a signed statement describing your relationship to the deceased
  - Work-related verification: letter from your employer (must be on letterhead or official stationery and include a date, description of the situation, and employer's signature) or other relevant official document (e.g., termination letter)
  - Other verification: other relevant documents, letters, or emails

### **For late add, change of grading option, or change of grading type**

- Explanation of why action was not taken before the deadline
- Letter or email showing consent of the instructor
- Completed add/drop form for the desired action

### **For extension and/or reinstatement of an Incomplete or IP grade**

- Explanation of why action was not taken before the deadline
- Letter or email showing consent of the instructor

MARYLHURST UNIVERSITY

OFFICE OF THE REGISTRAR

17600 Pacific Highway (Hwy 43)

PO 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

**STUDENT INFORMATION**

Name \_\_\_\_\_ ID # \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

**EXCEPTION REQUESTED**

- Late drop or withdrawal
- Late add
- Late change of grading option, credit type, or course level (describe below)
- Extension and/or reinstatement of "I" or "IP"
- Other (describe) \_\_\_\_\_

**FINANCIAL REQUEST**

- Cancellation/reimbursement of tuition ( ← Check here if you receive funds through the Financial Aid office)
- None or not applicable

**List all courses for which you are requesting the exception**

Year & Term	Course Num.	Course Title	Instructor	Describe change of grading option/credit type

**REASON FOR PETITION**

Provide a concise explanation of the extenuating circumstances that prevented you from conforming to University academic policies and regulations. Use a separate page if necessary.

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**REQUIRED SIGNATURE**

Student \_\_\_\_\_ Date \_\_\_\_\_

By signing this petition, I authorize Marylhurst to implement the changes and to take all necessary actions associated with this petition. If the petition is granted, I understand that I may incur tuition and fee adjustments and I authorize these adjustments as appropriate per the Marylhurst tuition and fee schedule.

OFFICE USE ONLY

Rec'd by \_\_\_\_\_ Date \_\_\_\_\_ Resubmit rec'd by \_\_\_\_\_ Date \_\_\_\_\_

Routed to: Advisor \_\_\_\_\_ Date \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_ Instructor \_\_\_\_\_ Date \_\_\_\_\_