



# EXCEPTION TO POLICY PETITION

This form will not be accepted if any portion is left blank. It is your responsibility to communicate with the faculty members to answer the questions in the 'Faculty Section'. When you have completed the form, return it to the Registrar's Office, HCC 1st floor, with any documents to support your appeal.

## STUDENT SECTION

Name: \_\_\_\_\_ DSU ID #: \_\_\_\_\_  
Last First Middle Initial

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Purpose: Add Class(es):  Drop Class(es):  Add Extra Credit:  Complete Withdrawal (must include withdrawal form):

Course Information: Fall:  Spring:  Year: \_\_\_\_\_

Course Identification (i.e. ENGL 1010-05):	Course Title (i.e. Intro to Writing)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## FACULTY SECTION

Student: This section is required and must be completed prior to submitting petition.

Faculty: We thank you for supplying the committee with this information so we can make a fair and equitable decision in the student's behalf. Your cooperation is greatly appreciated.

Class CRN	Date Last Attended (APPROX.)	Grade Earned By This Date (APPROX.)	Did Student Attend Regularly?	Faculty Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REQUIRED

Continued On Back...

## JUSTIFICATION FOR PETITION

Why do you believe the committee should approve an exception to policy in your situation? Use this section to provide justification for your case. If you need more room, staple extra pages to this sheet. Also, be sure to include dates of events, and attach all relevant documentation (e.g. doctor's statement or medical report in regards to illness, letter from employer in regards to work schedule). Dates and specifics will aid the committee with their decision making.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Student Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Is petition filled out completely? Yes:  No:  Screened by: \_\_\_\_\_

Date reviewed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Reviewed by: Chairperson:  Committee:

Petition has been: Approved:  Denied:  Tabled—The following information is required:  \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_

Motion: \_\_\_\_\_

2nd: \_\_\_\_\_



# Instructor & Student Incomplete Contract

**Instructions for the Instructor:**

- Complete the form and submit copies to the student, appropriate Dean, and Registrar's Office no later than the third week of the following semester. Retain a copy for your records.
- A Grade Change Form must be submitted by the deadline or the "I" grade will be changed to an "F" or the grade indicated on the Incomplete Final Grade screen in Banner.
- Review Policy 5-14 for guidelines on when to assign an "I" grade.
- If the student is graduating, the deadline to resolve incomplete grades is 30 days after the last day of final exams in their graduating semester.

Student Name : \_\_\_\_\_ DSU ID #: \_\_\_\_\_  
First MI Last

Instructor Name: \_\_\_\_\_ Term & Year: \_\_\_\_\_

Course Abbreviation: \_\_\_\_\_ Section #: \_\_\_\_\_

Course Title: \_\_\_\_\_

List the assignments, tasks, and work required for the student to complete the course:

Due date for completing the work (one year maximum): \_\_\_\_\_

If a Grade Change Form is not submitted by the due date, the grade will become a \_\_\_\_\_ or will default to an "F" (Fail).

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair / Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note for Student:**

A student who receives an incomplete does not re-register for the class. If the situation requires that the student sign up for the class again, the instructor should give the grade that was earned. Ordinarily, completing the coursework will not require that a student attend class or complete the work by attending class.