

Request for an Exception to an Academic Standard

Full Name of Student _____

BC ID _____

Advisor _____

Exceptions to Academic Standards

All requests for waivers of, exceptions to, or substitutions for policies and procedures must proceed as follows: (1) the student must confer with the advisor and prepare a written statement of the request; (2) upon receiving the written statement, the Chair of the appropriate Division must confer with all the parties involved and make a recommendation; (3) the student's written request (**with the Division Chair's recommendation attached**) must be presented to the Office of Academic Affairs for appropriate referral or resolution.

Course Code and Number _____

Name of Course _____

Semester Hours _____

Reason for

Appeal* _____

**Please be specific in your explanation as to why you deserve to be approved for the appeal.*

Signature of Student

Date

Printed Name & Signature of Instructor

Date

Printed Name & Signature of Advisor

Date

Printed Name & Signature of Division Chair

Date

___ **Approved** ___ **Denied** _____

Signature of Associate Dean – Academic Affairs – Student Success

Date

OFFICE USE ONLY

Date Received in the Office of the Registrar: _____ Date Processed: _____ Initials _____

Notified: _____ Advisor _____ Student _____ Instructor _____