

***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 VP of Academic Affairs**    **Date**

<b>OFFICE USE ONLY</b>		
Date Received in the Office of the Registrar: _____	Date Processed: _____	Initials _____
Notified: _____	Advisor _____	Division Chair _____
Student _____	Instructor _____	