

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 must be presented to the Vice President of Academic Affairs for approval or denial.

Course Code and Number _____

Name of Course _____

Semester Hours _____

Reason for Appeal*

*Please be specific in your explanation.

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 Vice President of Academic Affairs

Date

OFFICE USE ONLY

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

Notified: _____ Advisor _____ Student _____ Instructor _____