

Office of the Provost  
Exceptions to Undergraduate Academic and Administrative Policies and Regulations

Approved by the Academic Affairs Committee on April 6, 2017

The Undergraduate Bulletin contains the academic and administrative policies and regulations that govern enrollment of undergraduate students at Santa Clara University. Students are responsible for knowing all academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the University. Continued enrollment is subject to compliance with the academic and administrative policies and regulations as described herein and otherwise published by the University. Failure to understand the policies and regulations does not relieve a student of his or her responsibility for adhering to the policies and regulations.

The University Registrar is tasked with ensuring that degree requirements, academic program policies and regulations, registration policies and regulations, grading policies and regulations, and academic credit evaluation as described in the Undergraduate Bulletin are implemented appropriately.

On rare occasion, students may request an exception to policy. Requests must be associated with issues or events of an extreme nature that were unforeseen and beyond the control of the student. Poor performance in course work; missed deadlines; change of major or educational plans; or a course grade's adverse effect on the student's grade point average, probationary standing, or other eligibility are not sufficient reasons for granting an exception.

Students should submit their request and the appropriate documentation using the following link: <https://www.scu.edu/registrar/forms/>. The Office of the Registrar will review the request for exception within three business days from the date of submission and notify the student of the decision.

### **Appealing the Decision of the Office of the Registrar**

A student, who does not agree with the decision of the Registrar, can request an appeal by submitting a formal request for reconsideration to the Office of the Registrar. The request should describe the specific situation and explain the basis of the request for reconsideration. The student should also provide any relevant documentation. All requests for reconsideration must be submitted within ten business days of the original decision of the Office of the Registrar.

Once the request for an appeal is received, the Office of the Registrar will convene a three person panel consisting of an Associate Dean of the relevant College or School, the Dean of Academic Support Services (or designee), and an Associate Dean of Student Life (or designee). The panel will use the general standard that the basis of appeal must be related to issues or events of an extreme nature that were unforeseen and beyond the control of the student. The panel will review requests for exception within fifteen business days from the date of submission and notify the student of the decision within two business days.