SCHOOL of NURSING AND HEALTH STUDIES (SoNHS) – PETITION FOR EXCEPTION FORM

All requests must be completed and submitted to
your Assigned Academic Advisor 10 business days prior to the regularly scheduled Student Affairs meeting.

Submit this petition by uploading on the following form:
https://app.smartsheet.com/b/form/7a2926be9fd3464bae506a2950d61090

_____   _____   _____

 STUDENT NAME   STUDENT ID #   DATE

_____

CURRENT ADDRESS W/STREET, CITY, STATE, ZIP

_____   _____   _____

E-MAIL_____ HOME PHONE_____ WORK PHONE_____
CURRENT PROGRAM

____ BHS   ___ BSN (PL/AT/DA)   ____ RN-BSN   ____ BSPH   ___ PhD

MSN:
___Adult-Gerontology NP (AGNP)
___Women's Health NP (WHNP)
___ Pediatric NP (PNP)
___ Family NP (FNP)
___ Nurse Educator (NE)
___Psychiatric Mental Health NP (PMHNP)
___Neonatal NP (NNP)
___Acute Care Pediatric NP (ACPNP)
___ Other (i.e. certificate programs) Program Name: _____

DNP:
___Adult-Gerontology NP (AGNP)
___Women's Health NP (WHNP)
___ Pediatric NP (PNP)
___ Family NP (FNP)

___ Certified Registered Nurse Anesthetist (CRNA)
___Acute Care Pediatric NP (ACPNP)
___Psychiatric Mental Health NP (PMHNP)
___Post Master's

NOTE TO ALL STUDENTS: If you are making a request that will change your plan of study, please be aware that future course placement, including clinical coursework, will be on a space available basis, and graduation may also be delayed.

Please initial one of the options below:

        ___ Yes, I am aware the above stated information.
        ___ No, I will need to meet with my assigned Academic Advisor and Program Director.

 Identify the policy (From the SoNHS Policy & Procedure manual) you are addressing with this petition.
Policy Name: _____

Please ensure page 3-three includes an explanation of the circumstances that support this petition for exception and why it should be considered. **The brief explanation needs to be limited to 600 words.**

If you are requesting a plan of study change, please also address your awareness of how this request may deviate with your progression**.**

After you have submitted your letter containing an explanation of circumstances, official academic records may be reviewed for verification and the course instructor may be contacted to write a statement providing evidence to support your claims. This may include information such as grades, attendance, notification of illness/issues preventing continuation in the course, or other facts related to course activities.

 I acknowledge accuracy of this petition, and that the petition and supportive documentation will be electronically uploaded and viewed by members of the Student Affairs Committee and will become a permanent part of my student record.

_____   _____

 Student Signature and Date of Application   Reviewed by Academic Advisor (Signature & date)

_____   _____

Program Director (Signature and Date)   Course faculty (signature and date)

_____   _____

Tentative Date of Next Student Affairs Committee Meeting   Date Received in Student Services

This request will be reviewed at the next Student Affairs Committee meeting and a final decision will be emailed to you.

_____

Student Affairs Decision and Date

Approved and Date_____

Not Approved and Date_____

 Student Affairs Committee Chair Signature & Date Email (with Read Receipt) Sent to Student:

These items must be included in your petition. Exclusion of any of these items will prevent the petition from being addressed.

- ☐ Personal letter to the committee explaining the reason for petition.
    - o This letter should include reasons why your case is an EXEMPTION to the existing policy. For example, "I should be exempted from taking Chemistry 100 because I obtained a bachelor's degree in chemistry in 2020".
    - o **Please note:** there is a separate form for petitions for readmission following academic dismissal, which must include a specific plan for future success in the academic program.
- ☐ Any documents supporting claims made in the letter. In the above example, the student claims to have a bachelor's degree in Chemistry, for this section, photo proof of the degree is required.
- ☐ For petitions for exception to a progression policy, you must submit an unedited screen shot of your Canvas gradebook page showing all grades attained in the course you failed, including the final course grade.

Student Statement Re: Petition for Exception (600-word limit)