

PETITION POLICY

Petition Policy

Fresno Pacific University petition process exists for students who seek an exception to stated university-wide academic policies, procedures, and/or regulations in cases where extenuating circumstances are evident and can be substantiated. Submit the completed form with all required items [online via Etrieve](#). **Only completed petitions with supporting documentation will be reviewed for consideration.** Petitions are only accepted within 12 months of the start of the course being petitioned. All petitions are examined and decided upon by the academic petitions committee.

All documentary evidence in support of each petition for academic exception should be submitted with the petition form. Each petition will be decided on its own merits. All petitions are subject to review by the academic petitions committee, for consideration and decision. Students are encouraged to maintain their own personal copies of all paperwork submitted.

Extenuating Circumstances

Extenuating circumstances beyond a student's control could include, but are not limited to the list below. Experiencing and documenting an extenuating circumstance is not automatic cause for petition approval.

- Documented death of an immediate family member
- Documented major medical issue experienced by the student or immediate family member
- Documented call to military duty
- Documented major changes in work expectations after program start
- Documented other extreme circumstances (case by case basis)

Students are responsible for knowledge of their degree requirements.

The following circumstances **are not considered extenuating** and beyond the student's control.

- Having too heavy of a course load
- Not knowing the deadline or procedure
- Not understanding the professor's syllabus or requirements
- Courses not needed due to switching of major or minor
- Not needing or wanting a class; or, not doing well in a class; or, unaware of being enrolled in a course
- Desire to improve GPA

It is important the petition include documentation.

- If a petition is submitted without any form of documentation, it will be rejected.
- If insufficient documentation is submitted, and the petition committee requests additional information, the student has one week from the date of the committee meeting to submit documentation, or it will be rejected.
 - If a petition is rejected for the above reasons, a student can re-submit, as the committee did not reach consensus regarding the decision.

Both the student and Academic Advisor will be notified via email of the final decision within 10 business days.

It is the Academic Advisor's responsibility to verify proper documentation is attached to the electronic petition. Upon receipt of a student's petition (via Etrieve) if the student does not have required documentation the petition should be denied and sent back to the student with reason.

Documentation

Please submit date-specific supportive documentation. **Please note**, the University reserves the right to ask for additional documentation to assist in making a final decision. The Registrar's Office confirms the submitted documentation and then, to preserve student confidentiality, destroys it. Inability to provide supportive documentation **will result** in your appeal being denied. Documentation may include, but is not limited to:

- Medical documentation, which could include a letter from a physician or counselor on letterhead indicating the dates you were under care
- Copy of a death certificate or obituary
- Accident reports, police records and or court records
- Statements from each individual instructor for every course change being petitioned. Instructor statements should include confirmation of attendance, the start and/or end dates of your participation in the course, and any other information as applicable to the situation you are petitioning. Statements are strongly recommended if you are requesting a course add, drop, or withdraw. Petitions submitted without this documentation will likely be denied.
- A statement from the academic advisor or campus authority with knowledge of the situation
- Any other documentation that will support the reason a request should be considered

Petition decisions are final. Students should have included all the necessary information and documentation in their petition for the academic petitions committee to render a decision. If that is not the case, the student will need to re-petition with the committee and pay the petition fee once again.

Please note that the following are not eligible for petition:

- Degree Requirements
- Release of another institution's transcripts

- Commencement participation due to late application submission (see timeline on the FPU website)
- Degree Conferral Date