



Policy Name:	Academic Petitions
Effective Date:	June 15, 2023
Last Revision Date:	May 1, 2023
Last Review Date:	March 30, 2023
Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Academics and Enrollment

Purpose

To ensure all undergraduate students are provided with the opportunity to petition an academic policy.

Policy

All students will have the right to petition academic policies to the appropriate committee where extenuating circumstances can be identified. Students will also have the right to appeal in person regarding decisions rendered by the Student Persistence Committee, Curriculum and Degree Requirements Committee, Committee on Academic Petitions, or Academic Integrity Panel.

Procedure

- 1) It is recommended that students work with their academic advisor to identify the appropriate petition (see listing below) as well as extenuating circumstances to include in a petition.
- 2) If the academic advisor is not available, an advisor in the Student Success Center can assist with identifying petition options.

Late Withdrawal, Late Course Drop, Academic Suspension/Dismissal:

Students with extenuating circumstances and documentation may petition the Student Persistence Committee. The Student Persistence petition form is available in the Office of the Registrar and online at www.nwmissouri.edu/registrar. This committee meets the 1st and 3rd Thursday of each month (year long).

The decision of the Student Persistence Committee may be appealed to the Assistant Vice President Admissions and Student Success. The petition form is available in the Office of the Registrar and online at www.nwmissouri.edu/registrar.

Northwest Core or Institutional Requirements:

Students with extenuating circumstances and documentation may petition the Curriculum and Degree Requirements Committee. The Curriculum and Degree Requirements petition form is available in the Office of the Registrar and online at www.nwmissouri.edu/registrar. This committee meets the 2nd and 4th Tuesday of each month during the Fall and Spring semesters.

The decision of the Curriculum and Degree Requirements Committee may be appealed to the Academic Appeals Committee. The petition form is available in the Office of the Registrar and online at www.nwmissouri.edu/registrar.

Academic Residence, Course Audit, Early Walk, Time Extensions, Pass/Fail, Supersedes, and Other Policies:

Students with extenuating circumstances and documentation may petition the Committee on Academic Petitions. The General Petition form is available in the Office of the Registrar and online at www.nwmissouri.edu/registrar. This committee meets the 2nd Thursday of each month.

The decision of the Committee on Academic Petitions may be appealed to the Academic Appeals Committee. The petition form is available in the Office of the Registrar and online at www.nwmissouri.edu/registrar.

Academic Integrity:

Any violation of the Code of Academic Integrity will initiate a review by the Academic Integrity Panel, whose membership includes university students, faculty, and staff. After reviewing a student's academic record and all violations, the Academic Integrity Panel may recommend to the Provost an administrative sanction up to and including dismissal from the university.

The decision of the Academic Integrity Panel may be appealed to the Provost in writing by emailing provost@nwmissouri.edu.