

Petition for Exception to Policy

Pierce College @ JBLM requires documentation to make any changes to a student's academic record outside of the published deadlines.

Students who are requesting an exception to policy must complete the following steps:

- 1. Complete the form entirely, printing clearly.
- 2. Submit a typed personal statement that outlines what you are requesting and why you are making the request. For a sample, review the back of this form.
- 3. Submit all supporting documentation. This documentation should support your request and verify your claim.
- 4. Return completed packet to Pierce College @ JBLM, via email to JBLMregistration@Pierce.ctc.edu or fax to 964-8635.

Note to Student: Receipt/completion of this form does not guarantee that the petition will be approved. You will be notified of the decision in writing within approximately ten business days of submitting a completed exception packet.

Student Information
Name: Student Identification Number: / /
Phone Number: () Email Address:
Student Signature: Date:
Enrollment/Withdrawal Exception All enrollments and withdrawals must be processed by the deadlines listed in the quarterly term bulletin. If a student is unable to register or withdraw from a course by the deadline as stated in the bulletin, the student must petition for consideration of an exception to policy. The petition must include a personal statement and documentation that outlines why the registration/withdrawal was not completed within the appropriate time frame. For late enrollment exceptions, a supporting statement from the faculty member of the class you have been attending must be included with your petition. If the registration is approved fees are due immediately.
Prerequisite Exception All prerequisites are required as stated in the Pierce College catalog. For consideration of a prerequisite exception, submit a personal statement that addresses the class you would like to register for and copies of your transcripts. In your personal statement justify how you have the knowledge and skills outlined in the documented prerequisite.
Refund Exception Refunds will be granted only within the published deadlines. For consideration of a refund exception outside the published deadline, submit a personal statement and documentation that outlines why the deadline was missed.
Grade Change Exception Pierce College policy states that all grades are final after one year from course completion. The grade change exception procedure is used when a student has extenuating circumstances and wishes to petition for a grade change to a "NC" –no credit on the official Pierce College academic record
FOR OFFICE USE ONLY
ApprovedDenied by:
/Date student is notified of decision (attach copy of email)
COMMENTS:



Below is a sample of the format to use for an exception to policy petition. When writing your request be sure to include the required information:

Paragraph 1: What are you requesting?

Paragraph 1: Why you are requesting the exception.

Paragraph 2: Provide details on the circumstances that should be considered.

Paragraph 3: What is your desired outcome?

SAMPLE/MODEL FOR LETTER REQUESTING AN EXCEPTION

Use this layout for your letter

Today's date

Pierce College at Joint Base Lewis McChord 9401 Farwest Dr. SW Lakewood, WA 98498-1999

RE: The type of exception you are requesting

Your Student ID#

To Whom It May Concern:

Paragraph 1: This is the <u>introductory paragraph</u>. In it you should indicate the type of exception you are requesting for consideration and the general reason why an exception should be. Make sure that you are explaining why an exception to policy should be considered.

Paragraph 2: The next paragraph or paragraphs are the <u>body paragraphs</u>. Provide specific details and document why an exception to policy should be granted.

Paragraph 3: The last paragraph is the conclusion. In this paragraph state your desired outcome.

Sincerely,

Your name Your address Your city, state, zip code Your phone number, including area code

Your preferred e-mail address

Attachment (Documentation Examples: If you were ill, attach a doctor's note. If you were in an accident, provide an accident report. If your professor can help explain, request them to write a letter to help you present your argument. If your military responsibilities played a contributing factor please include a copy of your orders and/or a memo from your chain of command that verifies the situation.)