

Arcadia University  
Office of Graduate and Professional Studies

## Petitions for Exceptions to Grades, Policies, Regulations or Requirements

(All petition forms are available in the Office of Graduate Studies, Taylor 102)

### Grades:

Students, who believe that an academic injustice has occurred relative to a grade received, should meet with the faculty member to try to resolve the problem. If the problem is not resolved at this level, the student should contact the appropriate department chairperson. If the student is not satisfied with the outcomes of these two meetings, s/he should submit a “Request for Grade Review” form, signed by the student and the student’s faculty adviser, to the Associate Dean of Graduate Studies for review (Graduate Studies Office, Taylor Hall, 102). Along with the form the student must include a detailed written explanation of the situation.

The Associate Dean will initiate an investigation. If it is determined that the grade was appropriate and there was no differential treatment of the student the grade will stand. If the student requests a hearing by the Graduate Academic Standing and Petitions Committee, s/he must present substantial new evidence to support the claim that an injustice has occurred. The Committee will make a recommendation to the Dean of Graduate Studies and the Dean will inform the student of the final decision.

### Policies, Regulations, Requirements:

Students requesting exceptions to policies, regulations or requirements must write a clear and concise statement describing the requested exception including evidence which is supported by a rationale. This must be submitted to the Assistant Dean of Graduate Studies (Office of Graduate Studies, Taylor Hall, 102) along with an “Exception to Policy” form signed by the student and the student’s faculty adviser. The Associate Dean will respond to the petition and/or make a determination to convene the Graduate Academic Standing and Petitions Committee to review the petition.