

# University of La Verne

## APPEAL FOR EXCEPTION TO UNIVERSITY POLICY- OTHER

OFFICE OF THE REGISTRAR

909.448.4001

E-mail: [reg@laverne.edu](mailto:reg@laverne.edu)

It is the student's responsibility to fully understand the information presented in the current La Verne Catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations may not be waived nor exceptions granted because a student pleads ignorance of policies or procedures.

The Undergraduate Appeals Committee meets regularly during the school year and on an as needed basis during January, June, July, and August. Completed petitions must be received by 5pm three business days prior to each weekly meeting to be included in that week's meeting agenda.

A letter stating the result of your appeal will be sent to the email address specified on this form. It is the student's responsibility to check with Student Accounts and Financial Aid (if applicable) to determine how your appeal may affect your account.

NAME \_\_\_\_\_ ID# \_\_\_\_\_ DATE \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

THIS APPEAL IS RELATED TO MY SCHEDULE FOR \_\_\_\_\_ 20 \_\_\_\_\_  
*(You must submit a separate appeal for each term/semester)*

Submission Requirements listed on page 2

- |   |   |
|---|---|
| <input type="checkbox"/> OVERLOAD (CAPA/ROC students do not need to petition the UG Appeals Committee. Submit an appeal in writing to your Campus Director) | <input type="checkbox"/> 45 DAY TRANSCRIPT POLICY (Transcript was not submitted within 45 days of term/semester ending) |
| <input type="checkbox"/> OTHER  | <input type="checkbox"/> EXTENSION OF TIME TO COMPLETE INC/IP   |

The below signature confirms that all of the requirements of the appeal have been met and acknowledgement that it is the student's responsibility to obtain the response of the Committee. It is the student's obligation to read and understand that response, and process all necessary payments and paperwork by the given deadline. Appeals that are granted will be charged a minimum \$50 appeals fee.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# APPEAL SUBMISSION REQUIREMENTS

(Failure to submit all requirements will result in longer processing time)

- OVERLOAD** – Overloads for January interterm are not considered. (CAPA/ROC students do not need to petition the UG Appeals Committee. Submit an appeal in writing to your Campus Director). Appeal must be submitted prior to enrolling in the overload course(s).
  1. Statement of Request – include (1) reason for needing an overload, (2) a list of all your classes for that term/semester which includes the overload class(es), and (3) the reason you feel an exception to University policy should be granted. All documentation supporting this statement must accompany the appeal.
  2. Acceptance of Transfer Credit Form (applicable only if you are taking classes off-campus that are not on ULV's articulation list).
  3. Advisor support- Support can be in the form of an email.
  4. Department Chair Support (Only required for overloads totaling 19 units) - Support can be in the form of an email.
  5. Instructor Approval (Only required if overload is caused by late add) - Support can be in the form of an email.
  
- EXTENSION OF TIME TO COMPLETE INC/IP** - Must submit within one (1) calendar year from the expiration date.
  1. Statement of Request - include (1) specific details of the course(s) you are asking for an extension to complete, (2) the reason you missed the normal timeframe in which to finish, (3) a detailed plan to finish the course requirements which specifies an approximate completion date, and (4) the reason you feel an exception to University policy should be granted. All documentation supporting this statement must accompany the appeal. Examples might be a doctor's note, accident report, verification of change in employment from your employer, etc.
  2. Instructor's Statement – a legible statement supporting your request. Support can be in the form of an email.
  3. Advisor Support - Support can be in the form of an email.
  
- 45 DAY TRANSCRIPT** - Must submit within one (1) calendar year from the end of the registered term/semester.
  1. Statement of Request – include (1) why transcript was not submitted within 45 days past end of outside semester/term (2) the reason why you feel an exception to University policy should be granted. Transcripts should be submitted before appeal.
  2. Advisor Support - Support can be in the form of an email.
  
- OTHER** - PLEASE CHECK WITH YOUR ADVISOR OR THE REGISTRAR FOR WHAT YOU NEED TO SUBMIT