



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-1604	Policy Title:	Policy on Special Approvals and Academic Appeals
Effective:	05/18/2021	Responsible Office:	Office of the University Registrar
Date Approved:	05/18/2021	Approval:	EVP and Provost
Replaces Policy Dated:	N/A	Responsible University Official:	University Registrar

PURPOSE:

The purpose of this policy is to provide clarity for traditional undergraduate students in the School of Arts and Sciences, Jepson School of Leadership Studies, and Robins School of Business about the officer or committee with authority to make exceptions to existing academic policies.

SCOPE:

This policy applies to undergraduate students enrolled in the School of Arts and Sciences, Jepson School of Leadership Studies, and Robins School of Business.

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POLICY STATEMENT:**ACD-1604.1 – Policy Statement**

The Academic Catalog and University policies outline the academic rules that apply to undergraduate students enrolled in the School of Arts and Sciences, Jepson School of Leadership Studies, and Robins School of Business. Students seeking special approvals (as described in those policies) or appeals or exceptions to those rules must seek approval from the department, school, officer, or committee as noted

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below. An appeal / exception petition must be initiated by the student and should be submitted with recommendations appropriate for the issue (may include the relevant faculty member, the student's advisor, the major department, and/or the College dean). Unless otherwise noted in the specific rule or policy, determinations made by the authorized body are final and cannot be appealed a second time. If there is a discrepancy between the appeal pathway outlined in an academic rule or policy and this policy, the most recently approved policy document will govern.

ACD-1604.2 – Special Approvals

A student in the School of Arts and Sciences (A&S), the Robins School of Business (RSB), and the Jepson School of Leadership Studies (Jepson) may seek special approvals from their major department or College dean for specific requirements:

A. Major Academic Departments/Programs handle approvals of the following nature:

- Major/minor substitutions
- Exceptions to the repeat policy for courses within that department
- Exceptions to minimum grade requirements toward major, minor or concentration
- Approvals of transfer work in that department (including cases where a course matches the department's subject, but is not a close match for a University of Richmond course)
- Approval of SPCS coursework toward major or minor credit
- Approval of non-UR coursework for General Education Field of Study work that is believed to be potentially analogous to current UR Field of Study courses in that department

Requests for approvals from Major Academic Departments/Programs should be directed to the Department or Program Director in A&S or the appropriate Associate Dean in RSB and Jepson.

B. Westhampton College and Richmond College Deans for A&S, School Deans for RSB and JSLS handle approvals for the following:

- Course underloads and overloads (for Fall, Spring, and Summer terms). College Deans must be involved in underload decisions that result in a student being part-time, since special approval is also required for a part-time student to remain in University housing.
- Changes to final exam times
- Approval to audit a class (also needs instructor's and advisor's approval)

Requests for approvals should be submitted directly to the appropriate dean's office.

C. Westhampton College and Richmond College Deans handle approvals for the following:

- Residency: College Deans can approve 3 of the last 8 units to be taken elsewhere
- Medical Withdrawal

Requests for approvals should be submitted directly to the appropriate dean's office.

ACD-1604.3 – Appeals and Petitions Considered by Schools

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Individual Schools handle petitions related to:

- Grade appeals (each school has specific published procedure noted in the catalog)
- Criteria for and Permissibility of courses taken for a P/F or CR/NC option within that school
- School specific subject limits
- School-specific time limits for completion of degree work
- The option to retake a previously audited class for credit
- Appeals of an admission decision for entrance into the major in the Jepson School of Leadership Studies or the Robins School of Business

Petitions to the individual schools should be submitted to the University Registrar for consideration by the appropriate School committee.

ACD-1604.4 – Appeals and Petitions Considered by the General Education Committee

The General Education Committee handles petitions related to:

- Field of Study Course Credit for courses not analogous to any existing UR Field of Study course
- Cases when UR coursework appears to satisfy one of the Field of Study definitions but is not included within the General Education Curriculum
- Students petitioning for exemption from an element of the General Education Curriculum

Link: <https://registrar.richmond.edu/registration/undergraduate/gen-ed-petition.html>

Petitions to the General Education Committee should be submitted to the Office of the University Registrar. All decisions by the General Education Committee are final.

ACD-1604.5 – Appeals and Petitions Considered by the University Petitions Committee

The University Petitions Committee hears all remaining types of academic appeals including, but not limited to, petitions of the following nature:

Degree requirements:

- Residency: total units in residence and last units in residence (with the exception of 3 of the last eight units in residence, which may be approved by the College Dean)
- Wellness Course requirements
- Subject Area limits
- Cumulative GPA requirement
- Total units required for degree
- SPCS course limits
- Transfer grade requirement
- Incompletes
- Exception to auditing deadline
- Exception to University-level academic deadlines for which an appeal process is not specified in the relevant academic policy

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Appeals to the University Petitions Committee should be submitted to the Office of the University Registrar. The University Petitions Committee may, at its discretion, forward a petition on to be decided by an individual school or alternative committee that it deems more appropriate. All decisions by the University Petitions Committee, including the decision to refer the matter to another committee for final determination, are final.

RELATED POLICIES:

Undergraduate Catalog

ACD-1602 Academic Progress Policy

POLICY BACKGROUND:

This policy was reviewed by the Academic Program Committee and approved by the Faculty Senate on 05/17/2021.

POLICY CONTACTS:

University Registrar