

# Dixie State University Policy

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## 504 Exception to Registration and Student Records



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### I. Purpose

- 1.1 The Policy Exceptions Committee is charged with reviewing and ruling on Exception to Policy petitions.

### II. Scope

- 2.1 Applies to all students, faculty, and staff engaged in registration of credit-bearing courses at Dixie State University.

### III. Definitions

- 3.1 ***Exception to Policy Petition:*** A written request to the Policy Exceptions Committee requesting an exception to a University Policy explaining why they feel the exception is warranted.
- 3.2 ***Policy Exceptions Committee:*** A group consisting of University faculty, staff, and currently enrolled student representatives that consider and make decisions regarding petitions for exceptions to policies.
- 3.3 ***Committee Chair:*** A University faculty member chosen by the Faculty Senate that serves as the head of the Policy Exception Committee.
- 3.4 ***Quorum:*** The minimum number of committee members that must be present at any meeting to make the meeting valid.
- 3.5 ***Extenuating circumstances:*** Any serious or exceptional factor outside of an individual's control, which adversely affects their performance.

## **IV. Policy**

- 4.1 The Policy Exceptions Committee is charged with reviewing and ruling on Exception to Policy Petitions.
- 4.2 An Exception to Policy Petition may be submitted for exceptions to policies that govern registration: adding courses, dropping courses, auditing courses, payment of tuition and/or fees, refunds of tuition and/or fees, complete withdrawals, and other registration policies.
- 4.3 At least five (5) voting members of the Committee must be present at any hearing, except during summer months when three (3) voting members will constitute a Quorum. The Committee Chair will only vote in the event of a voting tie.
- 4.4 The University is obligated to ensure the integrity of the academic transcript as a historical document. An exception to policy is warranted only in cases involving unusual and Extenuating Circumstances.
- 4.5 It is a student's individual responsibility to ensure the accuracy of his/her class schedule and transcript each semester and comply with all University regulations and deadlines. Being unaware of University policies or deadlines does not constitute justification for an exception to policy.
- 4.6 An Exception to Policy Petition must be received within four (4) years of the semester for which the petition is submitted.
- 4.7 If any committee member has a conflict of interest in a particular hearing, either self-disclosed or determined by the Vice President of Academic Affairs/Provost, or designee, that committee member will be excused, and an alternate from the same category may be appointed by the relevant Vice President.
- 4.8 Committee decisions are based on a majority vote.

## **V. References**

- 5.1 DSU Policy 502: Registration

## **VI. Procedures**

- 6.1 The Policy Exception Committee meets twice a month except for May, June, July, and December, when the Committee meets once a month.

- 6.2 The Policy Exceptions Committee shall first consider the written petition in a formal meeting without the student present and render a decision based on the written petition. The Committee's decision shall be communicated to the student in writing within fifteen (15) University business days following the committee meeting conclusion.
- 6.3 If the student's petition is granted, the Committee chair will direct the Registrar's Office or other University officials as appropriate to implement the approved action.
- 6.4 If the student's petition, or any portion of the petition, is denied, the student has the right to appeal and attend an in-person meeting with the Policy Exceptions Committee.
  - 6.4.1 Students must schedule a meeting with the Policy Exceptions Committee within thirty (30) days of receiving the Committee's decision.
  - 6.4.2 The Policy Exceptions Committee shall consider the information provided by the student in the in-person appeal and render a second decision on the student's petition. The Committee's decision shall be communicated to the student in writing within fifteen (15) University business days following the Committee's decision.
  - 6.4.3 If the student's petition is granted, the Committee Chair will direct the Registrar's Office or other University officials as appropriate to implement the approved action.
- 6.5 If students are denied after their in-person appeal, students can appeal the Committee's decision to the Vice President of Academic Affairs/Provost or designee.
  - 6.5.1 Students must schedule a meeting with the Vice President of Academic Affairs/Provost, or designee, within fourteen (14) University business days of receiving the Committee's decision.
  - 6.5.2 After the final meeting, the decision will be communicated to the student in writing within five (5) University business days. This decision is final.

## VII. Addenda

### 7.1 [Exception to Policy Petition](#)

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Policy Owner: Vice President of Academic Affairs  
Policy Steward: Registrar

History:  
Approved 4/30/21