

## **Student Exceptions Policy**

### **Student Policies**

- (1) Academic policies define institutional standards and ensure equitable treatment of all students. All students are expected to observe the academic policies of the College. However, in instances of documented extraordinary circumstances, a student may request an exception to a College policy.
- (2) Exceptions to Student Policies may be approved for individual students in extraordinary circumstances. An application for such an exception must identify the policy in question, the relief requested, and provide the rationale for the request.
- (3) Such exceptions must be made in writing and can be approved by the Executive Team.
- (4) The exception must not violate Utah or federal law, USHE policy, or COE requirements.
- (5) Unfamiliarity with a policy is not considered grounds for an exception.
- (6) Applications for exceptions must be made in a timely manner.
- (7) The persons approving the exception must certify that the exception is timely and in the best interests of the student and the College.
- (8) The college shall maintain a record of exceptions.
- (9) Exceptions to the College's admissions requirements.
  - (a) Students who do not meet technical requirements for eligibility but who demonstrate strong likelihood of success may apply for admissions by exception when doing so is in the best interests of the College.
  - (b) To be approved, any application must be approved by the Executive Team.
  - (c) Those approving the application certify that (1) there are no safety concerns with the student, (2) the student has a reasonable chance of successfully completing the program and (3) allowing the exception is in the best interests of the College.
  - (d) The College must comply with COE requirements for admissions by exception, including annually evaluating the effectiveness of the procedures used in admitting students by exception.

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