

Bemidji State University Policies

Policy Name: Academic Petition Policy	Effective Date: 10/1/2008
Policy Owners: <ul style="list-style-type: none">• Associate Provost and Associate Vice President for Academic Affairs• Associate Vice President for Enrollment Management	Last Review: 2/1/2022
	Next Review: 9/1/2025

Policy Statement

It is the policy of Bemidji State University that students may petition for exceptions to an institutional university policy. These petitions will be considered by the Student Program and Admissions Committee (SPA).

Scope and Purpose of Policy

The scope of this policy includes all university students currently or formerly enrolled at the university. The purpose of the policy is to provide a process and procedure for students to petition university policy/ies regarding registration, readmission, course substitution, and/or course overload (e.g. over 22 credits in a term).

Rationale

The rationale for this policy is to provide students with a formal process/procedure of review of policy decisions that allow them to provide documentation or explanation of why the policy decision may need to be reconsidered.

Definitions

Petition – a formal request addressed to the SPA committee asking for exception/re-consideration of a decision based on institutional policy. Such petitions may include the following requests: readmission to the University after having been academically suspended; substitution of a course for a required course, if not approved as part of the graduation planning document; applying for an overload of course work if a student has less than a 3.00 grade point average.

Procedures

Petitions for exception to an institutional policy may be submitted to the Student Program and Admissions Committee (SPA). Petition forms concerning the above situations are available in the Records Office and at the following website: <http://www.bemidjistate.edu/mybsu/resources/forms/>. Upon completion, the form must be returned to the Records office.

A student may appeal an unfavorable decision by the SPA committee to the Provost/Vice President for Academic Affairs. Decisions by the Provost/Vice President for Academic Affairs are final and binding on all parties.

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Information for students on dropping or withdrawing from courses is available in the Tuition and Fees Refund Policy <https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2016/01/Tuition-and-Fees-Refund-Policy.pdf>

Supporting References

There are no supporting references.