
PETITION FOR ACADEMIC EXCEPTION



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Procedure found in the Academic Handbook for Students in Master's Programs at Trinity Evangelical Divinity School, 2006 Edition. (Updated: 8.11.2006)

ACADEMIC PETITIONS FOR EXCEPTIONS

An academic petition for an exception is a request for exception to a stated academic policy or procedure, and/or a request for further review of an academic decision made by a faculty member or academic administrator. A student should initially appeal an academic decision directly to the faculty member or director of the office enacting the decision in question, or in the case of other academic policy or procedural questions directly to the Records Office which serves to implement academic policy of the faculty. The Office of the Academic Dean will act on certain types of academic decisions.

Further TEDS academic petitions for exception may be made to the Master's Programs Exceptions Committee which is composed of relevant academic staff and administration, faculty, and a student representative. The Committee generally meets in an as needed basis to consider petitions.

The procedure for filing an academic appeal petition for exception follows:

1. Petitions must be in writing and limited to one written page.
2. Petitions may be filed at any time; after which time the Committee has 30 days to review the petition.
3. Petitions should be clear, concise, and complete, and specify the precise policy or procedure that is being appealed, including citation of relevant catalog and/or Academic Handbook pages and the year of publication.
4. Petitions must be accompanied by any supporting documentation gathered by the student, including signatures of support and/or written comments from relevant faculty and/or department chairs (which may be submitted directly to the Committee by the faculty member). A current unofficial transcript for the student (available from the Records Office) should also be submitted. Failure to include signatures of support and/or written comments from relevant faculty and/or department chairs, and a transcript copy generally result in a return of the petition without comment.
5. Petitions should be addressed to the TEDS Master's Programs Exceptions Committee and submitted to the Office of the Academic Dean.
6. Subsequent to review by the Committee, the student will receive written notification by GroupWise email of the action of the Committee relevant to the petition, a copy of which will also be placed in the student's permanent file in the Records Office. Petitions are generally approved or denied with alternative recommendations often noted.

An appeal of a decision of the Master's Programs Exceptions Committee returns to the MPEC for a second review. Further appeal is directed to the Academic Dean whose decision is final.