

Process for  
Undergraduate Student Academic Petitions  
Revised effective January 2022

I. Introduction

This is a statement of the process that applies to undergraduate student Academic Petitions.

Academic Petitions are requests by a student for an exception to an academic policy. "Academic policy" includes any policy, rule, or regulation that applies to academic matters at SMU.

SMU academic policies reflect the SMU community's collective judgment about the academic standards and procedures that best serve the interests of students and the overall academic community. All students are expected to know and to be governed by these academic policies. At the same time, the University recognizes that, depending on the particular policy and various reasons, a student might request an exception to an academic policy.

This process applies to all SMU undergraduate students. It does not apply to students enrolled in SMU graduate or professional schools. Students enrolled in SMU graduate/professional schools are governed by the rules and standards for academic petitions promulgated by the School in question.

This process does not apply to the petitions, appeals, or complaints relating to the following areas; they are governed by separate processes available through the links below

- x [Appeal of Grades](#)
- x [Honor Code](#)
- x [Student Code of Conduct](#)
- x [Academic Grievance and Appeal Procedures for Students with Disabilities](#)
- x [Discrimination or violation of rights](#)
- x [Appeal of financial aid decisions](#) including financial aid decisions based on lack of satisfactory academic progress

II. Petitions Relating to Academic Suspension and Dismissal for SMU Pre-Majors

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If the student selected a course option for the grades of Satisfactory ("S"), Satisfactory Minimum ("S-") or No Credit ("NC") or

If the Undergraduate Catalog or other policy statement specifies a procedure, that student should follow this procedure.

If the Undergraduate Catalog or other policy statement does not specifically set out a procedure for the type of petition in question, or does not address whether a petition on the policy in question is possible, the student should inquire about whether a petition or procedure is available by asking his or her academic advisor or the Academic Dean of the College in question. If the student remains uncertain about whether a petition is permissible, the student may proceed to Section VII of this document and file a petition with the Committee on Academic Petitions. However, the filing of a petition with the Committee on Academic Petitions does not by itself mean that the policy in question can be the subject of an appeal.

#### VI. Academic Petition to the Committee on Academic Petitions

If a student has followed the applicable options set out previously in this document, the student may file a petition with the Committee on Academic Petitions.

In evaluating an academic petition, the committee is guided by the following considerations:

1. Did the decision make sense under a patent misinterpretation of University policy?
2. Was the application of the policy arbitrary such that no reasonable decision maker could apply the policy in the manner in which it was applied here?
3. Depending on the policy, the committee may consider whether extraordinary circumstances beyond the student's anticipation or control justify an exception to the academic policy, keeping in mind that all other students are required to follow the policy. However, in the case of academic policies, even such circumstances will not permit deviation from or waiver to the policy.

#### VII. How to Submit an Appeal to the Committee on Academic Petitions

- x The student must submit his or her appeal to the Committee on Academic Petitions at [cap@smu.edu](mailto:cap@smu.edu)
- x The appeal must include a clear statement for each of the following items:
  - A. A description of the decision you are appealing and the outcome you are requesting.
  - B. What unit, school, division, or academic officer issued the decision that you are appealing? (If you appealed to one level within a school or unit and then appealed to another (45 T a) 1en8Evu ( a)4. (i)6.8 (