

Petitions to the Committee on Standards and Standing Guidance and Tips

The Committee on Standards and Standing is charged with interpreting and upholding the academic policies of the College while considering any requests for exceptions. A petition to this committee is a request for an exception, and it is not guaranteed. The eight-person Committee consists of five faculty members, from across all schools and disciplines, and three staff administrators from the Division of Academic Affairs, and each member votes on petitions.

It is important to know who will be reading your petition, what they will be looking for in a petition, and how a decision will be made. Petitions with the strongest chance of being approved follow these guidelines closely.

1. Write professionally
 - a. This is a formal document, addressed to faculty and high-level administrators. It should not be informal or casual. Think more like a cover letter or college application essay and less like an email or a note.
 - b. Spellcheck and proofread before submitting.
 - c. Be sure to include your full name, Hill ID #, and date

2. Include only relevant details
 - a. What were the extenuating circumstances that led to your missing a stated deadline, or which would warrant an exception to a policy?
 - b. What other factors contributed to your academic performance or situation?
 - c. Do you have the faculty support? Provide any relevant context in your statement
 - d. Document timelines, including specific dates, conversations, meetings, or emails that can support the case you are presenting

3. Use the past, present, future model
 - a. How have the factors listed above impacted your situation and created the need for this request?
 - b. What steps have you already taken to try to correct or improve your situation?
 - c. If your petition is approved, how would that decision impact the future of your time at Stonehill?

4. Provide supporting documentation
 - a. Support from a faculty member or academic advisor, including a letter written specifically to accompany this request or an email corroborating facts stated within the petition may strengthen an petition
 - b. Any petitions that reference health concerns, including physical or mental health issues, should include appropriate medical documentation
 - c. Any other relevant objective information