



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 4033 EXCEPTIONAL REPRIEVE OF STUDENT COURSE WORK

- 1.0 An exception to the College Academic Reprieve guidelines may be granted by the College President. Any such exception to the Academic Reprieve guidelines will only be considered for entire semester(s) course work. The semester(s) for which an exception is requested must have been completed at least ten (10) years prior to the date of submission of the request.
- 2.0 If a student believes that special circumstances exist to support an exception, a request may be submitted on official forms through the office of Admissions and Records to the Vice President for Student Services.
- 3.0 The Vice President for Student Services shall ensure that the student's request is complete, and forward it to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall carefully review the request including any available supportive documentation and prepare a recommendation for consideration by the College President.
- 4.0 The College President shall make the final decision; notify the Vice President for Academic Affairs and the Vice President for Student Services who will notify the student of the final decision.

Revised: September 30, 1997

Revised: May 3, 2004